

## I. CAMPUS FACILITIES

### I-1.1 Use of Facilities and Grounds

#### I-1.1.1 Use of Facilities by College-Affiliated and Outside Groups

Guilford Technical Community College's buildings and allied facilities are available to responsible groups when such use is determined to be beneficial to the citizens of Guilford County and/or GTCC, and when it will not interfere with or be detrimental to the ongoing educational programs, operations, and facilities of the college.

Student and faculty organizations and activities are integral parts of the educational process; therefore, all campus-affiliated groups may, with proper approval, use the college's facilities when their activities are a part of the college's mission.

Groups affiliated with GTCC shall have priority over other groups in reserving campus facilities. When space is available and subject to reasonable procedures for reservations, GTCC welcomes other organizations to campus for meetings or other events when their work supports or enhances the educational purposes of the college and the proposed meeting or event does not generate reasonable concern for the safety of persons or property.

Non-affiliated groups may use GTCC facilities. However, such groups may not use the facilities for profit-making purposes except as specified under [G. S. 66-58\(c\)](#) and [G. S. 115D-20\(12\)](#). UNC Institutions may have access to GTCC facilities as specified in the Memorandum of Understanding between the North Carolina Community College System and the University of North Carolina. Private businesses that loan or donate instructional equipment may use college facilities on a limited basis to demonstrate the equipment to customers or potential customers in accordance with [State Board of Community College Code SBCCC 02C.0503](#).

Attendance at any event may not be restricted on the basis of race, sex, color, religious affiliation, national origin, or disability.

When required, charges for the use of the facilities shall be made according to the schedule of fees outlined in the procedural guidelines of this policy.

#### Procedure

1. Any group or organization using GTCC facilities shall save the Board, the individual members thereof, and any other employees, free and without harm, from any loss, damage, liability, or expense that may arise during, or be caused in any way by, such occupancy for use of the college property. In the event damage to college property is incurred as a result of the use of the facility by any group, the using group shall be assessed an amount which shall cover the damage and related costs. The using group obligates itself to maintain order and decorum, to ensure that all participants obey applicable federal law, state law, and local ordinances to prevent smoking in the classrooms and all non-smoking areas, and to prohibit use of alcoholic beverages or of any controlled substances in the buildings or on the

grounds unless specifically authorized according to Management Manual policy *I-2.1.7 Alcohol and Controlled Substance Use*.

2. Future use of GTCC facilities by any group is contingent upon the group protecting the college's property, ensuring complete safety of the participants, and observing fire and other safety ordinances. If the facility is misused, the associate vice president, Facility Operations & Safety will advise the group in writing of such misuse and direct appropriate corrective action. Misuse may result in prohibition from any future use of the college's facilities by that group.
3. For the activities specified below, groups may use certain institutional facilities at no charge. Charges may be levied to cover expenses for services such as set-up, added security, or unusual clean-up. These activities include:
  - a. All GTCC sponsored activities
  - b. Public service activities (i.e., voting polls, blood drive, mass inoculations, etc.)
  - c. City, county, state and federal agency meetings or functions
  - d. Educational, civic or cultural group meetings or functions if no admission is charged
  - e. Up to three educational programs (seminars, courses, training) per GTCC's fiscal year, offered by groups that have a mutually beneficial relationship with GTCC, and whose needs are not met by a GTCC program.
4. Groups may use college facilities for the following purposes for a fee\* to be established by the associate vice president, Facility Operations & Safety:
  - a. Profit-making or commercial organizations for non-profit-making meetings, seminars, etc.
  - b. Meetings or events where registration or admission is charged or collections taken that are not GTCC sponsored
  - c. Educational, civic or cultural groups when admission is charged and the events are not GTCC sponsored

\*A de minimus fee up to \$25 (such as the cost of lunch or a fee for materials provided to participants) is permissible and not considered profit-generating.
5. Private businesses that loan or donate instructional equipment to the college may be permitted limited use of college facilities to demonstrate the equipment to their customers or potential customers. All donations must go through the college's Foundation Office.
  - a. Businesses may be permitted this limited use for up to three years following the donation, unless the president or designee approves a different time period.
  - b. Demonstrations of donated instructional equipment must be scheduled during the normal operating hours of the college, must not disrupt or interrupt instructional classes, and must be approved by the academic dean of the appropriate program. Appointments must be made at least two weeks in advance. A representative of the college must be present at all times during the demonstration.
  - c. As required by law, the vice president of Instruction will submit an annual report regarding the use of facilities by business enterprises that have loaned or donated instructional equipment. The report must be sent before September 1 to the director

for Administrative and Facility Services at the North Carolina Community College System Office.

6. Room reservations shall be made in the order requested. The college reserves the right to change the assigned room or cancel a reservation if an emergency or urgent need justifies such a change. Every reasonable effort will be made to suitably accommodate the affected group should such a situation arise. Groups will not be booked for more than three meetings in advance, unless approved by the associate vice president, Facility Operations & Safety.
7. The following fees shall be charged for use of college facilities on all GTCC campuses (excluding the Conference Center at Cameron Campus):

a. <u>Facility Single Session Use</u>	<u>Single Session Use</u>
Classroom or Conference Room	\$75

Jamestown Campus:

Auditoriums (except Koury Auditorium)	\$225
Guilford Room	225
Medlin, Level One	225
Koury Auditorium	750
Titan Café - Jamestown	300
Laboratory	300
Parking Lots, Courtyards, and/or Grounds (per area)	250

Greensboro Campus:

Room 152 (A, B, C)	\$75 per room
New & Record	225
Student Rotunda	250

High Point Campus:

Community Room (H4 203)	\$225
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Time needed for set-up and breakdown constitutes an additional hour of labor billing at the current hourly rate.

b. Audiovisual Equipment

The college supplies the AV equipment listed below depending upon availability of equipment and technician.

- Podium with built-in microphone - \$50.00 per day
- Dedicated technician working the event - current hourly rate

If a group intends to use any other equipment, rental is available from local vendors. They may be found in yellow pages of the local phone directory under the heading "Audio Visual Equipment and Supplies."

- c. Fees are due at the time the room is scheduled and no later than one week before the scheduled event. GTCC may cancel the event if payment is not received by the due

date. A cancellation notice must be given at least three business days prior to the event to be eligible for a refund.

- d. In cases where the requested use of the facilities does not clearly fit the uses specified in section 4 or section 6, the associate vice president, Facility Operations & Safety shall determine an appropriate fee assessment.
  - e. If the presence of any GTCC employees (technicians, campus police) is necessary under this policy for a meeting which occurs after their normal working hours, the college will charge the using group a fee sufficient to reimburse the college for overtime pay and benefits for such personnel. The associate vice president, Facility Operations & Safety may waive the fee if it is in the best interest of GTCC.
8. The official representative of a requesting group must submit an online request through the event scheduling software Ad Astra, which is accessible from the college's homepage/*Community Section/Schedule An Event*. Private businesses must sign a written agreement stating terms and conditions including costs for using college facilities and personnel. Please contact The Conference Center at GTCC directly for cost and availability information at 336-819-2052 or [ccevents@gtcc.edu](mailto:ccevents@gtcc.edu), or you may submit a proposal request on the website at: [www.conferencecentergtcc.com](http://www.conferencecentergtcc.com)
  9. If arrangements are initiated through any college personnel, that person shall ensure that the online request is properly completed. The completed request should be submitted at least one week prior to the date of requested use and two weeks prior if meals, multiple facilities, special set-up or audiovisual equipment are needed.
  10. The college events scheduler will review the requests immediately to determine appropriateness and raise any questions about the group's request. The events scheduler will forward requests from external groups and any others that raise questions to the associate vice president, Facility Operations & Safety. The associate vice president, Facility Operations & Safety will inform the President's Office or other appropriate offices about any requested event with a questionable intended purpose and/or audience which generates reasonable concern for the safety of persons or property.
  11. Within two working days, if possible, the designated events scheduler will notify the group of the event's approval status. If the group is not approved, the college events scheduler will provide in writing the reasons for disapproval to the designated scheduler. The designated scheduler will be responsible for communicating the reason for disapproval to the requesting group.
  12. Ad Astra requests will be electronically routed to Campus Police, housekeeping and any other office necessary to make special physical arrangements for the event.
  13. The events scheduler will send approved groups the following information:
    - a. A confirmation of the room assigned, day, date, and time of the event;
    - b. A fee assessment, followed by an invoice from the Business Office, if applicable

14. In general, college-owned kitchen facilities or equipment, including coffee-making equipment, shall not be used for events. Arrangements for meals, coffee breaks, receptions, and other food services may be made through the cafeteria manager.

15. Weekend Meetings

- a. Saturday Meetings - GTCC sponsored (FTE-earning) meetings may be scheduled on Saturday between the hours of 8:00 a.m. and 4:00 p.m. All other groups will be scheduled on a limited basis with approval of the associate vice president, Facility Operations & Safety. Placement will depend on which buildings are open and heated/cooled. Special charges will be levied for services needed and not normally available on Saturdays. The associate vice president, Facility Operations & Safety may waive such charges if it is in the best interest of GTCC.
- b. Sunday Meetings -- Sunday meetings will be scheduled on a very limited basis subject to the approval of the associate vice president, Facility Operations & Safety.
- c. A member of the GTCC Campus Police staff is required to be on duty to supervise an activity when the facility is closed. A group using the facilities at such times will be charged for any required personnel according to section 7 of this policy.

Adopted	12/12/1996
Revised	06/30/1999
Revised	02/20/2003
Revised	04/19/2007
Revised	10/19/2017 (procedures)