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 mission, educational programs, operations, or facilities of the college.

Non-affiliated 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 [APPENDIX III]. 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

Overview

For inquiries (including cost and availability information) regarding The Conference Center at GTCC or the Clubhouse at Cameron Campus, located on the Donald W. Cameron Campus, please contact The Conference Center directly at 336-819-2052 or ccevents@gtcc.edu. You may also submit a proposal request online at www.conferencecentergtcc.com.

For all other general meeting and Instructional spaces, the following procedures will apply.

While curriculum and continuing education classes have priority over general college spaces, other groups are welcome to use GTCC facilities. The hierarchy of priority for facilities usage are as follows:

1) Credit/FTE-earning classes (curriculum and continuing education)
2) GTCC internal events include Board of Trustee or GTCC Foundation events, faculty/staff meetings, and student/club events.
3) GTCC-sponsored events and meetings are events in which GTCC participates and is with an entity in which GTCC has an organizational membership. GTCC sponsored events do not include events for entities in which a GTCC employee has an individual membership as a general member or board member.
4) Local, state, NCCCS Office, and federal agency government events

5) Non-affiliated groups are other for-profit/non-profit enterprises not included in items #1 to #4 above. These groups may use campus facilities for educational programs, such as seminars, courses, meetings and trainings. These are groups that are defined by having a mutually beneficial relationship with GTCC, whose work supports or enhances the mission of the college, and does not conflict with a GTCC program.
   a. The event must not generate reasonable concern for the safety of people or property.
   b. Entities in groups #3 and #4 above may use a campus facility without charge for up to three occurrences within GTCC's fiscal year.
   c. Non-affiliated groups may use campus facilities up to two occurrences per GTCC's fiscal year for a fee.
   d. An occurrence is a single day, whether consecutive or non-consecutive, where the facility is used regardless of the number of hours used. Multiple facilities count as more than one occurrence.
   e. Attendance may not exceed 100 people per event, except for when booking Koury Auditorium, which can accommodate up to 300 people.
6) Catering and other food services are not allowed for GTCC-sponsored, local, state, and federal government, and non-affiliated group events.

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 use of any tobacco products (including vaping) on any GTCC property; 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 Conference Center director 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 and Internal Events
   b. Public service activities (i.e., voting polls, blood drive, mass inoculations, etc.)
   c. City, county, state, and federal agency meetings or functions if no admission is charged

4. Groups may use college facilities for the following purposes and charge a participant fee as outlined below.
   ~~a.~~ All non-affiliated groups for non-profit generating events. A de minimis fee up to $35,

such as the cost of materials provided to participants is permissible and is not considered profit generating. Any groups charging participants over $35, will not be approved.
   b. Public service activities that are not GTCC sponsored, where registration or admission is charged or collections received
   c. City, county, state, and federal agency meetings or functions when admission is charged and the events are not GTCC sponsored

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 vice president 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.

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. GTCC sponsored activities and internal meetings will not be booked for more than four months in advance, unless approved by the Conference Center director.

7. Restrictions for Use of Facilities
   a. GTCC reserves the right to deny access to college property to any individual or group where it may be perceived that their presence poses a potential risk of violence, disruption, or negative publicity for the college. Please see *I-1.1.5 Free Speech and Public Assembly* policy.
   b. Ordinarily use will be permitted only during normal college operating hours. Normal operating hours will vary from term to term and during winter and summer sessions. The college reserves the right to deny use when any activity is deemed to be too labor intensive for the college to support.
   c. Basic wireless internet is available for use via the college's guest network. Due to security concerns, non-college owned computers/laptops or other computing devices that do not have wireless capability will not be allowed on the college's network.
   d. College facilities cannot be used by any candidate to promote their political campaign. Allowing a candidate to use the facilities to solicit signatures for a petition is not permitted. This restriction shall not prevent the college from inviting candidates to speak at a non-partisan event held at a college facility, provided that all candidates are invited to the event, and provided further that the format and content of the program is presented in a neutral manner, and the college expressly states that it neither supports nor opposes any candidate.

e. Outside groups using college facilities may not use them for fund-raising, in a commercial venture, for personal use, or for personal financial gain. Any use of college facilities as a setting for still pictures, portraits, videos or movies that are not part of the college's instructional or marketing programs, must be expressly approved by the president or their designee.

f. Groups using college facilities may not assume or imply that permission to use college facilities represents college endorsement or sponsorship of the group, its purpose or activities. The college reserves the right to require a disclaimer be placed on all advertisements related to the use of its facilities. The disclaimer shall read: "Guilford Technical Community College is not affiliated with, and does not necessarily endorse the opinions, beliefs, statements, writings, or philosophies expressed by this activity or its participants."

g. Groups using college facilities may not refuse college officials entry to facilities in which the group's activity is being held.

h. Groups using college facilities may not limit, restrict, disrupt, or in any way inhibit the normal programs of the college or other college-sponsored activities.

i. Groups using college facilities shall not utilize, contract, proprietary, or volunteer traffic control or event security personnel (whether licensed or unlicensed) at events on any college property. Members of protective details (other than sworn law enforcement personnel with territorial jurisdiction on college property) accompanying speakers, performers, or other guests may not possess firearms or other weapons on college property.

j. Groups may not tape or in any way adhere signage to walls, doors, or other painted surfaces. Permission must be granted by the vice president, Operations & Facilities (or designee) prior to hanging any signage. Once permission is granted, signage must be hung as directed by college staff.

k. GTCC is open to people of all faiths and practices, however the Establishment Clause of the First Amendment prevents GTCC from supporting a particular religion or religious practice. As a state supported and public institution, GTCC is limited by legal obligations and can therefore not designate facilities for the specific purpose of prayer or religious observance.

8. The following fees shall be charged for use of college facilities on all GTCC campuses (excluding The Conference Center at GTCC and The Clubhouse at Cameron Campus):

a.

Facility	Single Session Use
All Campuses	
Auditoriums (except Koury Auditorium)	$225
Classroom	$75
Conference Room	$150
Parking Lots, Courtyards, and/or Grounds (per area)	$250
Greensboro Campus:	
Adult Education, W1 News and Record Room 221	$225
Campus Center, W4 Student Rotunda, Room 100	$250

Continuing Education, W2 Room 152 (A, B, C)	$75 per room

<u>High Point Campus</u>:	
Amphitheater	$500
Community Room (H4, Room 203)	$225

<u>Jamestown Campus</u>:	
Koury Auditorium	$750
Laboratory	$300
Medlin Meeting Rooms (All 2700 rooms)	$675
Medlin Meeting Rooms 2701, 2702, or 2703	$225 per room

Note: The showroom in the Center for Advanced Manufacturing is reserved for college-sponsored events only until further notice

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.

- Projector system and/or podium with built-in microphone - $50.00 per day
- Dedicated technician working the event - current hourly rate (upon availability)

If a group intends to use any other equipment, rental is available from local vendors. It is required that any arrangements for outside rentals/vendors be communicated with the events scheduler at least two weeks prior to the event. Such equipment is the responsibility of the requesting party, using one of the college's preferred vendors. It is also required that all rental equipment is removed from the facility at the conclusion of the event. 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 or changes of a scheduled event must be provided at least three business days prior to the event to be eligible for a refund. Any changes requested within three business days prior to the event will be subject to availability and resources.

c. In cases where the requested use of the facilities does not clearly fit the uses specified in section 3 or section 4, the Conference Center director shall determine an appropriate fee assessment.

d. 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/ compensatory time and benefits for such personnel. The Conference Center director may waive the fee if it is in the best interest of GTCC.

9. 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 (www.gtcc.edu)/*Community Engagement/Events and Conferences*. Businesses must electronically attest to reading the policy using the link provided on the request form and agreeing to the terms and conditions including costs for using college facilities and personnel.

10. 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 (GTCC Internal groups only), multiple facilities, special set-up or audiovisual equipment are needed.

11. The events coordinator will review all campus requests immediately to determine appropriateness and raise any questions about the group's request. The events coordinator will forward those questions to the Conference Center director. The Conference Center director 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 people or property.

12. The events coordinator will notify the group of the event's approval status in writing. If the group is not approved, the reason for disapproval will be included in the written response

13. Ad Astra requests will be electronically routed to Campus Police, custodial services, and any other office necessary to make special physical arrangements for the event.

14. The events coordinator 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

15. Weekend Meetings
    a. Saturday Meetings - GTCC-sponsored 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 Conference Center director. 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 Conference Center director 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 Conference Center director.
    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 facility at such times will be charged for any required personnel according to section 8(d) of this policy.

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