Aiken Technical College

Procedure

Title: UTILIZATION OF FACILITIES

Institutional Authority:
Vice President of Administrative Services

Associated SBTCE Policy/Procedure:

Governing ATC Policy: 7-3-101

Approved:

President

Vice President of Administrative Services

Date Adopted: 07/01/2004

Date Revised: 10/26/2015

Disclaimer

Pursuant to Section 41-1-110 of the Code of Laws of SC, as amended, the language used in this document does not create an employment contract between the employee and the agency.

A. General

1. The College will consider the rental of facilities that are suitable for use by non-College organizations. Within this parameter the College will not rent (a) rooms housing specialized equipment, i.e. nursing labs, computers, etc.; (b) Learning Resources Center; (c) private offices and (d) secure areas.

2. There must be at least one (1) security officer on duty at all times when a facility is rented. The determination as to the number of security personnel needed for a particular rental will be made by the Vice President of Administrative Services or designee.

3. Organizations renting College facilities must conduct activities that are (a) orderly; (b) lawful; (c) not of a nature to incite others to disorder, and (d) not restrictive by reason of race, creed, color, national origin, sex, or age.

4. Should the College incur property loss because of a rental, the cost to repair the damage will be assessed against the renting organization.
5. The College may deny the rental of a facility should the College experience fuel curtailments and/or energy costs increase to a level that places a financial burden on the College.

6. The College will not rent facilities under the following conditions:

   a. When the rental will create unsafe conditions which may lead to injury;

   b. When the rental will interfere with the College’s use of the facility;

   c. When the facility applied for already has been committed to another organization;

   d. When the facility applied for will not accommodate the purpose(s) of the rental;

   e. When the rental will involve real games of chance or gambling; or

   f. When the rental is for political activities by or for a candidate for public office other than the activities of a candidate or candidate’s representative(s) who have been invited on campus by a recognized College organization.

7. Continued use of a College facility by any organization is contingent upon the organization’s taking proper steps to protect the College’s property and to ensure complete safety, the observance of fire and other safety ordinances and the reimbursement of expenses to the College.

8. Renting organizations and all event attendees must comply with ATC’s tobacco-free policy.

9. The sale and/or consumption of alcoholic beverages on College property by renting organizations or individuals attending the renting organization’s event is prohibited.

10. Modifications to College facilities to accommodate rentals of short duration will not be made.

11. College facilities will not be available for rental on College holidays.

12. Individuals, including college employees, are not eligible to use College facilities for private events.

B. HOLD HARMLESS

Any organization renting College property shall save the Aiken Technical College Commission for Technical and Comprehensive Education, the individual members thereof, and any College officials or employees, free and without harm, from any loss,
damage, liability or expense that may arise during, or because in any way by, such occupancy or use of College property.

C. TYPES OF ORGANIZATIONS AUTHORIZED TO USE COLLEGE FACILITIES

1. TYPE A ORGANIZATIONS: The following organizations may use College facilities at no expense

   a. The Aiken Technical College Commission for Technical and Comprehensive Education

   b. Committees appointed by the Commission, the President or President’s designated representatives

   c. College sponsored groups, organizations, and associations

   d. College employee groups when included in meetings conducting College business and/or activities (except that such groups will not be granted use of the facilities when said group is engaged in work stoppage activities against the College or when such action is being planned or considered).

   e. Meetings of emergency preparedness organizations in emergency situations that affect (or conceivably could affect) the community’s health or welfare.

2. TYPE B ORGANIZATIONS: The following organizations may use College facilities for the established equipment charges/fees and fixed charges.

   a. State and local governmental bodies

   b. Aiken County School District

   c. Non-profit organizations that are eleemosynary are recognized as such by the Internal Revenue Service and the State of South Carolina and the rental of the College facility will result in direct support of the College by the non-profit organization as determined by the Vice President of Administrative Services. The College may request the non-profit organization to verify their non-profit status to the College

   d. Institutions of the South Carolina Commission on Higher Education

3. TYPE C ORGANIZATIONS: The following organizations may rent College facilities for all applicable fees and charges.
a. For profit groups, organizations, associations, companies, corporations, Higher Education institutions

b. Recreation groups sponsored by City and County recreation Departments

4. TYPE D ORGANIZATIONS: Churches may use College facilities for services and activities for the established fee(s) and charge(s). Use of College facilities for church services shall be permitted if:

a. Use is temporary not to exceed one (1) year and will not result in the substitution of College facilities for a permanent church facility

b. The Vice President of Administrative Services at the time the request for use of College facilities is made, is shown architectural plans for construction of a permanent church facility and the timeline for its completion and occupancy is reasonable in length, so as not to result in the substitution of College facilities for a permanent church facility

5. OTHER ORGANIZATIONS: If organizations not listed in any classification above apply for the use of College facilities, the Vice President of Administrative Services will determine their proper classification.

6. Based on the unique circumstances of an organization's reasons to use College facilities, the Vice President of Administrative Services may waive any or all rental fees and or charges.

D. REQUESTS AND FINANCIAL PROCEDURES

1. Requests and rental agreements:

a. Organizations shall request the use of College facilities to the Vice President of Administrative Services or designee.

b. Requests for the use of a College facility should be made one (1) month, if possible, prior to the date of requested use.

c. Organizations holding regular meetings throughout the year need make only one request at the beginning of each fiscal year. However, special events of such organizations must be covered by separate requests whenever they occur.

d. Approved rental agreements shall be distributed as follows:
   1. Original to the organization;
2. Two (2) copies to the Dean of Business, Computer Technology, and Training.

e. The completed and approved rental agreement shall serve as the permit for use of College facilities.

2. Payment of rental fees and charges:

a. The using organization, if applicable, shall make its check payable to Aiken Technical College.

b. The renting organization will reimburse the College in accordance with the terms of the rental agreement between the organization and the College.

E. SCHEDULE OF FEES AND CHARGES

The schedule of fees and charges for use of College facilities will be revised as necessary by the Vice President of Administrative Services.

F. COLLEGE'S RIGHT TO CANCEL

The College reserves the right to cancel authorized use of the College's facilities when considered to be in the best interest of the College.

G. ADA REQUIREMENTS

Renting organizations will be responsible for providing any ADA accommodations beyond what is required for compliance with the Americans with Disabilities Act of 1990.
SCHEDULE OF FEES AND CHARGES
UTILIZATION OF FACILITIES
AIKEN TECHNICAL COLLEGE

RENTAL RATES

Auditorium – Ashley J. Little Building Room 113
Half Day $250.00
Full Day $500.00

Amphitheater – 700/800 Building Room 736
Half Day $250.00
Full Day $500.00

Conference Room – 700/800 Building Room 727
Half Day $50.00
Full Day $100.00

Classroom (Includes CEAM classrooms)
Half Day $100.00
Full Day $200.00

Student Center
- Cafeteria Kitchen
  Half Day $100.00
  Full Day $200.00
- Gymnasium $1200.00

Community Room – Health Science Building Room 1300
Half Day $250.00
Full Day $500.00

SCHEDULE OF OTHER FEES

- IP Video Conference charges are in addition to room rental and other equipment charges and will be determined at the time of the event. All arrangements must be made through the Director of Information Technology. Cancellation charges may apply.

- Custom set ups (tables, chairs, etc.) will be $30.00 p/hour (1 hour minimum).

- Security Charge will be $20.00 per hour per additional officer (2 hour minimum). No charge will be assessed if sufficient officers are on regular duty during the event.
• Technician charge will be $25 per rental. An additional fee of $25 per hour (2 hour minimum) will be charged for technical assistance to shut down equipment on Fridays after 1:30 p.m.; any time on Saturdays or Sundays or after 6:00 p.m. Monday through Thursday. This fee applies to the use of college equipment or the use of personal equipment in facilities.

• Custodial charges may apply if the custodian has to return to work to open, close or clean up the facility or if the college deems it necessary to have a custodian on duty during an event. The minimum custodial charge shall be $10 per hour (2 hour minimum). The Custodial Service Charge time will be measured from the time the facility is designated for use by the renting organization on its rental agreement or from the time the user organization appears at the facility, whichever comes first.

RENTAL DEPOSIT

• At the time an organization signs a Rental Agreement for use of a facility, a rental deposit of forty percent (40%) of the total estimated charges for facility rental(s), equipment charge(s)/fee(s) and fixed charges shall be paid to the College. Notice of cancellation of the Rental Agreement from the renting organization must be received by the College forty-eight (48) hours prior to scheduled use or rental deposit will be forfeited.

FOOD SERVICE

• Arrangements for food service must be coordinated through the College’s food service vendor located in the Student Center. These arrangements are the responsibility of the renter. When an ATC contract for food service is not in effect, outside food service vendors may be utilized.