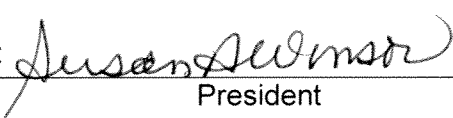



**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	UTILIZATION OF FACILITIES	Procedure Number:	7-3-101.1
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: 05/12/2008

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, auto mechanics, etc.; (b) Learning Resources Center; (c) Student Center kitchen; (d) private offices and (e) secure areas.
2. There must be at least one (1) custodial employee on duty at all times when a facility is rented. The determination as to the number of custodial personnel needed for a particular rental will be made by the Vice President of Administrative Services or designee.
3. 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.
4. 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.
5. Should the College incur property loss because of a rental; the cost to repair the damage will be assessed against the renting organization.

6. 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.
7. 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.
8. 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.
9. Renting organizations and all event attendees must comply with ATC's tobacco-free policy.
10. The sale and/or consumption of alcoholic beverages on College property by renting organizations or individuals attending the renting organization's event is prohibited.
11. Modifications to College facilities to accommodate rentals of short duration will not be made.
12. College facilities will not be available for rental on College holidays.

#### 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). These groups will be classified as Type C organizations, if their meetings are held at any time that the custodians are not on regular duty.
  - 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. Meetings of College employee groups, if such meetings are held when the custodians are not on regular duty
  - c. Recreation groups sponsored by City and County recreation Departments
  - d. Meetings or events held in conjunction with class reunions, banquets, fund raising events, etc.
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 Vice President of Administrative Services.

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 the College provides.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
05/12/2012		

**SCHEDULE OF FEES AND CHARGES  
UTILIZATION OF FACILITIES  
AIKEN TECHNICAL COLLEGE**

1.0	FACILITY RENTAL RATES	
1.1	Auditorium – Ashley J. Little Building Room 113	
	A. Minimum of four (4) hours p/day	\$125.00 p/day
	B. Each additional hour above minimum of four (4) hours p/day	\$25.00 p/day
1.2	Amphitheater – 700 – 800 Building Room 736	
	A. Minimum of four (4) hours p/day	\$175.00 p/day
	B. Each additional hour above minimum of four (4) hours p/day to a maximum of eight (8) hours p/day	\$50.00 p/hour
1.3	Conference Room – 700 – 800 Building Room 727	
	A. Half Day – Three (3) Hours	\$50.00 p/half day
	B. Full Day – Six (6) Hours	\$75.00 p/half day
1.4	Classroom	
	A. Half Day – Three (3) Hours	\$75.00 p/half day
	B. Full Day – Six (6) Hours	\$150.00 p/full day
1.5	Student Center	
	A. Cafeteria	\$200.00 p/day or function
	Rental of cafeteria does not include usage of the kitchen. The kitchen is not a facility available for rent.	
	B. Gymnasium w/o Locker Rooms	\$250.00 p/day or function
	C. Gymnasium w/Locker Rooms	\$325.00 p/day or function

- 1.6 Community Room – Health Science Building Room 1300  
 A. Minimum of four (4) hours p/day \$150.00 p/day  
 C. Each additional hour above minimum of  
 Four (4) hours p/day \$30 p/hr
- 2.0 EQUIPMENT CHARGES/FEES
- 2.1 Set up and/or take down time for rental, i.e., movement  
 of chairs, tables, etc. \$30.00 p/hour
- 2.2 Basic Equipment/Material Charges
- |                        |               |
|------------------------|---------------|
| Overhead Projector     | \$15.00 p/day |
| TV                     | \$20.00 p/day |
| VCR                    | \$25.00 p/day |
| TV/VCR Combination     | \$30.00 p/day |
| Slide Projector        | \$20.00 p/day |
| Flip Chart Pad w/Stand | \$20.00 p/day |
| Marker(s)              | \$ 1.00 Each  |
- 2.3 Tele-Conference Equipment \$ Applicable long distance charges and related charges.
- 2.4 Student Center Gymnasium Scoreboard, Clock, Shot Clock \$45.00 p/day plus \$15.00 p/hour for College Personnel to Operate Equipment

### 3.0 FIXED CHARGES

In addition to the facility rental rate(s), and equipment charge(s)/fee(s), the following fixed charges for all appropriate facility rentals will be charged.

- 3.1 Custodial Charge
- A. Custodian on regular duty \$25.00 p/custodian p/day or function
- B. Custodian not on regular duty \$18.00 p/hour p/custodian

In all cases where the custodian has to return to work to open, close, or clean up the facility the minimum custodial charge shall be for two (2) hours.

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.

### 3.2 Security Charge

- A. Security officer(s) on regular duty and rental WILL NOT place  
Additional duty on officer(s) No Charge
- B. Security officer(s) on regular duty and rental WILL place  
additional duties officer(s) \$20.00 p/hour p/officer
- C. Security officer(s) not on regular duty \$20.00 p/hour p/officer

### 3.3 Utility Charge

- A. Student Center \$35.00 p/hour
- B. All Other Facilities \$22.00 p/hour

### 4.0 OVERHEAD CHARGE

An overhead charge of thirty percent (30%) will be charged against the total costs for facility rental rate(s), equipment charge(s)/fee(s) and fixed charges.

### 5.0 RENTAL DEPOSIT

At the time an organization signs a contract to rent a College 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 contract from the renting organization must be received by the College forty-eight (48) hours prior to scheduled use or rental deposit will be forfeited.

### 6.0 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.