

## I-1.090 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 Guilford Technical Community College and when it will not interfere with or be detrimental to the ongoing educational programs of the college.

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

Groups affiliated with Guilford Technical Community College shall have priority in reserving campus facilities. When space is available and subject to reasonable procedures for reservations, Guilford Technical Community College welcomes other organizations to campus for meetings when their work supports or enhances the educational purposes of the college.

Non-affiliated groups may use Guilford Technical Community College 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 23 NCAC 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 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 Policy I-1.020, Alcohol and Controlled Substance Use.
2. Future use of Guilford Tech 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 for

Administrative Services 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 Guilford Technical Community College 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 fiscal year offered by groups that have a mutually beneficial relationship with Guilford Tech, and whose needs are not met by a Guilford Tech program.
4. Groups may use college facilities for the following purposes for a fee to be established by the Associate Vice President for Administrative Services:
  - 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 Guilford Tech sponsored,
  - c. Educational, civic or cultural groups when admission is charged and the events are not Guilford Tech 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.
  - a. Businesses may be permitted this limited use for up to three years following the donation, unless the Executive approves a different time period.
  - b. Demonstrations must be scheduled during the normal operating hours of the college, must not disrupt or interrupt instructional classes, and must be approved by the division chair 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 Associate Vice President for 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 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 for Administrative Services.

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7. The following fees shall be charged for use of college facilities on all Guilford Tech campuses:

a. Facility Single Session Use

Classroom or Conference Room	\$ 50.00
Auditoriums (except Koury Auditorium), Guilford Room, ATC Training Rooms, Medlin Level One	150.00
Koury Auditorium	500.00
Cafeteria	250.00
Laboratory	300.00
Parking Lots and/or Grounds (per area)	250.00

b. Teleconferencing

1) Interactive TV Classroom (North Carolina Information Highway):

REGULAR OFFNET\*

Non-profit organization or government agencies	\$80.00 /hr	\$120.00 /hr
For-profit groups or organizations	\$145.00 /hr	\$220.00 /hr

Time needed for set-up and breakdown constitutes an additional hour of billing.

\*Additional charges will be charged by outside agencies that provide the offnet link.

2) Satellite downlinking facilities are available in Room 325 of the Learning Resource Center or the Guilford Room of the Medlin Campus Center.

Non-profit organizations and government agencies	\$80.00 /hr
For-profit groups or organizations	\$145.00 /hr

Time needed for set-up and breakdown constitutes an additional hour of billing.

c. Audiovisual Equipment

One TV/VCR and overhead projector per room may be provided at no charge. The college supplies the AV equipment listed below depending upon availability of equipment and technician.

- 1) Additional TV/VCR and/or overhead projector - \$25.00 per hr
- 1) Podium with built-in microphone - \$50.00 per day
- 2) Dedicated technician working the event - \$30.00 per hr

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."

d. Fees are due at the time the room is scheduled and no later than one week before the scheduled event. Guilford Tech may cancel the event if payment is not received by the due date.

- e. 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 for Administrative Services shall determine an appropriate fee assessment.
  - f. 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 for Administrative Services may waive the fee if it is in the best interest of Guilford Tech.
8. The official representative of a requesting group must contact the appropriate person, listed below, to request and schedule a campus facility. Private businesses must sign a written agreement stating terms and conditions including costs for using college facilities and personnel. Any external group wishing to have use of Guilford Tech facilities, whether or not the intended use is a college-sponsored activity, must submit a Campus Activity Registration Form to the appropriate office, as listed below. The appropriate office below will provide other forms that may be necessary:
- a. Jamestown Campus general areas - Administrative Services Office
  - b. Jamestown Campus classrooms – Office of the Associate Vice President for Instruction
  - c. Jamestown Campus Business & Industry conference room – Office of the Associate Vice President of Corporate and Continuing Education
  - d. Greensboro (including the Small Business Center) or High Point Campuses – Dean’s Office
  - e. Aviation Center - Division Chair for Transportation’s office
  - f. Koury Hospitality Careers Center auditorium, dining rooms, theater, parlor, and conference room - Division Chair for Public Service Technologies’ Office
  - g. Teleconferencing facilities shall be booked through the office of the Dean of Learning Resources, who shall ensure that the Campus Activity Registration Form is completed and properly submitted to the appropriate person listed above. That office, not the NCIH site facilitator, will provide the additional appropriate agreement to a private business wishing to use the facilities, and will maintain records of the signed agreements.
9. If arrangements are made through any other person at the college, that person shall ensure that the Campus Activity Registration Form is completed and properly submitted to the appropriate person listed above. The completed Campus Activity Registration Form 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. At the end of each day, the designated persons responsible for scheduling will submit all Campus Activity Registration Forms completed or received that day to the Events Scheduler in the office of the Associate Vice President of Administrative Services.
- a. The events scheduler will review the forms immediately to determine

appropriateness and raise any questions about the group's request. The events scheduler will forward forms from all external groups and any others that raise questions to the Associate Vice President for Administrative Services. The Associate Vice President will inform the President's Office or other appropriate offices about any requested event with a questionable intended purpose and/or audience.

- b. Within two working days, if possible, the college events scheduler will notify the designated schedulers of each 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 and requesting group.
  - c. The events scheduler will route Campus Activity Registration Forms to Campus Police, housekeeping and any other office necessary to make special physical arrangements for the event. (Multiple copies of the Campus Activity Registration Forms are provided for this purpose.)
11. The events scheduler will send approved groups a packet of information, which shall include:
- a. A confirmation of the room assigned, day, date and time of the event;
  - b. Copies of relevant college policies and rules governing use of facilities, and such other information (i.e., maps, directions) that might be helpful; and
  - c. An invoice, if applicable. (Note: The appropriate Learning Resources personnel will send any invoices for teleconferencing.)
12. 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.
13. Weekend Meetings
- a. Saturday Meetings -- Guilford Tech 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 for Administrative Services. 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 for Administrative Services may waive such charges if it is in the best interest of Guilford Tech.
  - b. Sunday Meetings -- Sunday meetings will be scheduled on a very limited basis subject to the approval of the Associate Vice President for Administrative Services.
  - c. A member of the Guilford Tech 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 6 of this policy.