

Category: Operations

Division:

Department: Facilities

Policy Title: Facility Usage – Outside Entities

Policy Statement: It is the desire of the Board of Trustees to make these facilities available for college, community and/or organizational activities when they do not interfere with College programs. Requests to use any college facility, field or surface for an organized activity must be made through the proper channels.

The Facility Office Manager is responsible for scheduling buildings and facilities for outside entities, 620-276-0429. Requests for GCCC athletic fields and facilities are schedule through the Athletic Director.

Procedures:

Facility Usage by Outside Entities

The following guidelines are to be followed in scheduling rooms for non-commercial use:

All non-college affiliated individuals and groups, must contact the President's Receptionist to schedule rooms or facilities. No building, room, or area may be used until the President's Receptionist has given approval.

1. Usage fees are outlined below. Payment must be received in the Business Office prior to the event.
2. All furniture and equipment must remain in the facility in which it is found. No college property may be removed from campus.
3. Alcoholic beverages and tobacco are prohibited in all college buildings; alcoholic beverages are prohibited on all college property. Designated smoking areas have been established, contact President's Receptionist for map.
4. All groups and individuals applying for use of college facilities will guarantee orderly behavior and will underwrite any damages which might result from such usage. All users must agree, in writing, to pay restitution for damage to equipment, buildings, materials, etc., before usage approval is granted. Any party using college facilities must provide the college with a Certificate of Insurance upon request.
5. All groups and individuals using college facilities shall pay for the custodial services required for the usage of buildings, rooms, or areas. No custodial charge shall be incurred if custodians, on regular duty, can handle the services required for the special usage.
6. Regular building hours range from 7:45 am to 10 pm, Monday through Friday. Normally, facility usage will not be scheduled beyond 10 p.m.
7. Facility usage not covered by this policy and extended use of college facilities (rooms, buildings, areas, or fields) shall require special action of the College President.
8. All college-affiliated individuals and groups which use the Fine Arts Auditorium must be assigned a trained staff member, to which permission to use "technical equipment" has been granted.
9. Garden City Community college is not liable for any injuries or other acts of any individuals or groups using college facilities.
10. The views expressed by individuals and groups' representatives who use Garden City Community College facilities are the views of these individuals and group representative and do not reflect the views of the College Board of Trustees, the college staff, or the college administration.

Community Use of College Facilities Pricing

FACILITY Costs:

All facility rentals require a 2-hour minimum reservation

Endowment Room	\$100 per hour
Broncbuster Room	\$50 per hour
Bill Kinney Room	\$50 per hour
BTSC Theater.....	\$50 per hour
Classrooms	\$50 per hour
Lecture Halls	\$100 per hour
Fine Arts Auditorium	\$250 per hour
Gymnasium	\$250 per hour
Computer Lab.....	\$100 per hour
Plus \$100 Flat Fee for Tech on call	

MOBILE LAB RATES:

Driver.....	\$15 per hour
Mileage for Mobile Lab.....	\$1 per mile
Support Vehicle.....	\$.25 per mile
Crew Cost.....	\$25 per hour
Meals.....	\$50 per day per person
Lodging.....	\$120 per room

PERSONNEL COST:

Set-up/Tear-down	\$100 minimum
Custodian	\$30 per hour per person
Technician	\$50 per hour per person

TECHNOLOGY FEES:

Technology Use	\$100
Polycom/ITV	\$50 per hour

Educational institutions are not charged for use, ie. Friends, KU, FHSU, may use computer lab.

Contacts: Director of Facilities

Approved Date: 8/1/2016

Policy History: Click here to enter text.

Keywords: facility, rental, schedule, reservation, room, fees

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