

J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE

FACILITY USE AND RENTAL GUIDE

GENERAL INSTRUCTIONS FOR FACILITY USE

The process for requesting use of college facilities begins by contacting the Dean of Operations at J.F. Drake State Community and Technical College for the desired college location.

1. The Dean of Operations meets with requestor and determines the “user group category”, completes the application, cost estimate, and requests evidence of liability insurance coverage for the event.
2. An estimate is completed to include all rental fees, including rental space, utilities, (security, supervisory, custodial, etc.), and additional equipment costs based on the user group category.
3. The requestor signs the application and the rules and regulations. A non-refundable application fee (\$20) is collected at this time.
4. The Dean of Operations then submits the completed cost estimate and application form to the President for approval/disapproval.
5. Long-term use requests will be processed for recurring or on-going events held on a consistent basis over a period of time, and also require the coordination of the Dean of Operations, and the approval of the President.
6. ***The Culinary Arts Lab/kitchen located in building 300 is not available for use.***
7. The application agreement and rules and regulations must be received, signed, and submitted, along with Certificate of Liability Insurance no later than fifteen (15) business days prior to the event.
8. Payment of invoice charges covering anticipated expenses for the event is due to the Dean of Fiscal Affairs Office ten (10) business days prior to the event.
9. Any additional charges incurred related to extended rental times, personnel costs, equipment usage, etc. for the event are to be remitted within ten (10) business days after the event.

A Facility Use Agreement will be issued through the Operations Directorate when all parties are in agreement with the proposed terms according to the prescribed procedure, and the application is approved by the President.

J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE

FACILITY USE AND RENTAL GUIDE

INSURANCE COVERAGE REQUIRED FOR FACILITY USE

All non-college groups using J.F. Drake State Community & Technical College facilities must provide evidence of liability insurance with limits of coverage listed below.

- Meetings of officially sponsored college groups/clubs do not need a Certificate of Insurance.
- Governmental agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance.
- The certificate must specify the effective date of the general liability policy. These dates must cover the date or dates being requested for the use of J.F. Drake State Community & Technical College facilities.

The cancellation section of the Certificate of Liability Insurance must be completed and signed by the authorized representative for the event since this section insures that the group's policy is active at the time of the event.

Limits of coverage shall be indicated on the Certificate of Insurance as follows:

All non-college affiliated groups shall be required to pay the pro rata cost of insurance for extended coverage, fire and vandalism on building and contents to the extent of the full insurable value and will be required to furnish a comprehensive general liability insurance policy including contracted coverage in an amount not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate and fire legal property liability, and \$75,500 for property damage with no deductible, with an insurance company authorized to do business in Alabama, naming the College as an additional insured.

A copy of the certificate or statement must be forwarded to the Dean of Operations fifteen (15) business days prior to the event.

J.F. Drake State Community & Technical College must be named by the Certificate Holder as follows:

J.F. Drake State Community and Technical College
Attn: Mr. Bruce Bulluck, Dean of Operations
3421 Meridian Street, North
Huntsville, Alabama 35811

Obtaining Liability Insurance Coverage

- Agencies that do not have a current policy may contact the insurance company of their choice.

J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE

FACILITY USE AND RENTAL GUIDE

USER GROUP CATEGORIES

Groups are listed in order of priority. That is, an organization classified as a User Group 1 applicant would be given priority over an organization classified as a User Group 2 applicant. The types of fees assessed for each group are also listed below.

Fees				
Priority	Personnel	Cost Recovery	Rental	Equipment Use
Group 1	*See Below			
Group 2	Based on memorandum of understanding	TBD	x	x
Group 3	x	x		x
Group 4	x		x	x
Group 5	x		x	x

User Group 1 – College Based Activities (Priority 1 Scheduling)

User Group 1 includes college support organizations and other activities that serve the students, faculty and staff of J.F. Drake State Community & Technical College. These sponsored organizations and activities shall be provided the use of college facilities at no cost, and the request must be coordinated through the Dean of Operations.

For Group 1 use, the staff member designee will be responsible for the college facility. If an event is held during the hours that the College is closed and requires custodial, security, or other personnel support services, suitable arrangements must be made with the Dean of Operations and compensation, if any, will need to be determined.

**** Fees: Personnel Services and benefits can be charged as applicable***

User Group 2 – College Partnerships (Priority 2 Scheduling)

User Group 2 includes entities that have a current facility use agreement or a memorandum of agreement with the College.

Fees: Based on current memorandum of agreement or contract language on file with Drake State.

User Group 3 – Government and Community Agencies and Civic Groups (Priority 3 Scheduling)

User Group 3 includes government and recognized community agencies supported wholly or in part by state or local taxes. User Group 3 permits civic groups and neighborhood based groups such as homeowners and neighborhood watch to conduct meetings of less than two hours in duration.

Activities exempted: town meetings sponsored by a municipality, voter precincts and public town meetings. These exempt activities are assessed at a User Group 1 level.

J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE

FACILITY USE AND RENTAL GUIDE

Fees: Personnel Services, Cost Recovery Fees to offset utilities, Rental and equipment use as applicable

User Group 4 – Rental to Nonprofit, Private Interest, Governmental (Priority 4 Scheduling)

User Group 4 includes non-profit youth clubs and organizations and athletic leagues.

Fees: Personnel Services, Rental and equipment use as applicable

User Group 5 – Rental to Private Interest or Non-Governmental (Priority 5 Scheduling)

Fees: Personnel Services, Rental and equipment use as applicable

FEES

Cost Recovery Fees

User Group 2: (College Partnerships). If the College establishes a contract with or permits an outside entity the use of facilities, and as a result, receives financial remuneration or in-kind services; Cost Recovery Fees can apply.

User Group 3: (Governmental and Community Agencies). This group will be responsible for paying cost recovery fees to offset the cost of utilities, custodial and general maintenance, and the upkeep of the facility.

Rental Fees: Non-Commercial

User Group 4 (Private Interest and Non-Profit). This group will be responsible for paying rental fees. Outlined below are the rental fees that will be charged for the use of areas posted for non-commercial use.

Rental Fees: Commercial

User Group 5 (Private Interest and Non-governmental). This group will also be responsible for paying rental fees. Outlined below are the rental fees that will be charged for the use of areas posted for commercial use.

Deposit

An additional deposit of \$120.00 will be charged and will be returned once the facility is cleaned, and no damage is incurred.

SALARY AND BENEFITS

Listed are estimated hourly wage expenses (including benefits) that may be incurred for event staffing. Actual expense will be included on the final event invoice. Overtime rates may apply.

ESTIMATED RATES WITH BENEFITS

Clerical.....	\$25/hr
Custodian.....	\$25/hr
Facility Supervision.....	\$25/hr

J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE FACILITY USE AND RENTAL GUIDE

Technology/Video.....\$25/hr
 Uniformed Security Officer.....\$30/hr

FEES CHART (HOURLY RATE)

All Groups Pay Personnel Services

	Group 2&3	Group 4	Group 5
INDOOR FACILITIES	Cost Recovery Fees	Private Interest (Non Profit 501c Status)	Private Interest and Non Governmental (for Profit Business)
Lecture Hall (Library)	\$50	\$65	\$75
Cafetorium	\$30	\$45	\$55
Instructional Classrooms (Including Library)	\$25	\$40	\$50
Lab	\$35	\$50	\$60
Outdoor Areas	\$20 per hour/\$120 for 8 hours	\$30 per hour/\$150 for 8 hours	\$40 per hour/\$175 for 8 hours

J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE

FACILITY USE AND RENTAL GUIDE

CONDITIONS FOR NON-COLLEGE RELATED USE OF COLLEGE FACILITIES

Supervision

A building supervisor may be required if deemed necessary by the President. Use of outdoor facilities will be supervised by a Drake State employee or designee approved by the President. Additional personnel may be required depending on the nature event.

Custodial Services

The College will make necessary arrangements for custodial services, if required. Custodial services include opening and closing the building and normal cleanup. Maintenance will assist with basic setup, such as arrangement of tables and chairs. Custodians or maintenance personnel are not required to help load, unload equipment or set up audio visual equipment.

Specialized Equipment

Use of the College facilities does not include the use of College equipment unless specifically permitted. Special College equipment (i.e. projector, A/V equipment, computer lab etc.) will require the use of College employees, or personnel contracted by the College, trained for their use. Cost will be added to the rental fee.

Time Restraints

Evening affairs are to end by 11:00 p.m. unless special arrangements have been made. Complete vacating of the facilities is to be made according to the terms of the agreement.

Liability

The person and/or organization assume responsibility for orderly and careful use of the College facilities. The applicant assumes liability for any damage or loss of property that may occur. Applicants will not hold the College liable for any injuries that occur during the event. The sponsoring group may be required to furnish a bond or certificate of insurance to indemnify the group and the College against any and all suits for injury or loss sustained by attendance at the function. (p.3)

Religious and Cultural Organizations

Religious and cultural organizations serving Madison County may be granted use of College facilities. No religious organization will be discriminated against in its request for facility use. Religious organizations will be treated in the same manner as any cultural organization.

Long-Term Use

J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE

FACILITY USE AND RENTAL GUIDE

Long term use requests are recurring or ongoing events held on a consistent basis over a period of time. The conditions and the period of must be established before it is submitted to the President for approval. Applications for renewal must be submitted a minimum of thirty (30) days in advance of agreement termination to the Dean of Operations.

Conditions for Non-College Related Use of College Facilities – continued

To establish the initial long-term use, groups must abide by the following:

1. Meet with Dean of Operations and complete application to establish availability of location, determine fee estimate, and obtain approval.
2. Meet with Dean of Operations and Dean of Fiscal Affairs to execute an agreement.

Fee Schedule for Long-Term Use

Facility use fees for religious or cultural organizations with an approved long-term agreement will be assessed as follows:

- The first year term will be calculated under the non-commercial fee schedule.
- Applications exceeding two years will be considered utilizing the College's commercial fee schedule.
- Only one religious or cultural group may have an agreement for ongoing use with the College on any given day of the week.
- Any additional use of facilities outside of the agreement will require approval through a new application process.

Application

The granting of an application for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the application. Nor does the application include any other time or times outside of times indicated on the application; (i.e., event setup preparation or rehearsals).

Cancellation

An agreement is not transferable. If the event is to be cancelled, the applicant is to notify the Dean of Operations at least forty-eight (48) hours in advance of the date reserved. A full refund of fees received, less the \$20 application fee, will be made. **Applicants not giving 48 hours notification will forfeit all fees paid.**

Violations

- Violations by the agreement holder of any of the regulations governing the use of college buildings or grounds may be cause for the cancellation of all existing agreement and the denial of any agreements in the future.
- Agreements are subject to immediate cancellation if it is discovered that information given on an application is misrepresented.
- An agreement is subject to immediate cancellation if the use of the facility is discovered to be contrary to any policies, rules, and regulations of the College. Upon notice by a duly authorized agent of the College, such activity is to cease.

J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE

FACILITY USE AND RENTAL GUIDE

The College and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

Conditions for Non-College Related Use of College Facilities – continued

Limitations of Use

Any violation of these rules will prohibit the applicant future use.

- The College or its authorized representatives shall have full and free access to the premises at all times to observe rental activities.
- The College is charged by law with the responsibility for its facilities and must reserve the right to deny the use of college facilities when the College deems it necessary or if it is in the public interest.
- No college facility, building, or grounds will be used for unlawful purposes.
- Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder nor be abusive of other groups or individuals by reason of race, creed, or color.
- No college facility is to be used for any other purpose or in any other way than its designed use without expressed written permission.
- No group that limits membership in, or attendance at, its activities on a basis of race, creed or color shall be allowed to use the college buildings or grounds.
- No alcoholic beverages or tobacco use of any kind will be permitted at any time either inside the facility or on college property, owned or leased. Violation of this rule will result in the immediate suspension of its current use and will prohibit future use.

Additional Approval

Additional approval is required to be coordinated by the Dean of Operations and approved by the President when the following use is considered:

- A non-college event that sells tickets, conducts raffles, accepts admission fees, donations and/or results in monetary gain.
- A fundraising event whereby less than 100% of the funds collected are a direct benefit to the College