



**SOUTHEAST KENTUCKY COMMUNITY & TECHNICAL COLLEGE  
FACILITIES USAGE AND RENTAL POLICIES**

**POLICIES:**

1. **All exempt (Addendum II: 13.) and non-exempt groups, organizations, or individuals who use Kentucky Community and Technical College System (KCTCS) and Southeast Kentucky Community and Technical College (SKCTC) facilities will follow and adhere to and all policies herein will comply with KCTCS Business Procedure 2.4 effective January 1, 2006 <http://kctcs.edu/businessservices/BusPro/2.4 Use of KCTCS Facilities.doc>.**
2. **SKCTC programming and educational activities will have preference over any scheduled or planned events. SKCTC will work with groups, organizations, or individuals to reschedule events, when possible, or provide refunds of paid fees when cancellations are required due to college preference conflicts.**
3. **All groups, organizations, or individuals who have scheduled events must (exception-emergencies) notify appropriate SKCTC directors or officials at least 48 hours before canceling a scheduled event, to be eligible for any refund of fees or charges.**
4. **For events scheduled at SKCTC Middlesboro or Pineville campuses, all groups, organizations, or individuals must complete and return a Facility Request Form to Campus Director [Susan Croushorn], Campus Director [Joel Eldridge] at SKCTC Harlan Campus, or Campus Director [Eugene Meade] at the SKCTC Whitesburg Campus.**
5. **For events scheduled in the Godbey Appalachian Center and “The Porch” of Falkenstine Hall all groups, organizations, or individuals must complete and return a Facility Request Form to the Facility Director of the Godbey Appalachian Center [Michael Corrison] {Cumberland Campus.}**
6. **For events scheduled in Falkenstine Hall, Chrisman Hall and Newman Hall all groups, organizations, or individuals must complete and return a Facility Request Form to the Manager for External Education Programs [Suzanne Bagony] {Cumberland Campus.}**
7. **All groups, organizations or individuals who use SKCTC facilities must complete the Facility Request Form and return to the appropriate Director. Included will be the current date and the date, time and location requested.**
8. **Facility Request must be signed by the appropriate Director and logged into the Reservation Book before it becomes official.**
9. **All groups, organizations, or individuals must schedule Power Point Projectors through the IT Office [Merrill Galloway or Rhona Creech] on the Cumberland Campus, [Valerie Saylor] on the Harlan Campus, and [Robbie Goan] or [Mary Hunley] on the Middlesboro – Pineville Campus.**

10. **All groups, organizations, or individuals must check with the appropriate Campus Director or Godbey Appalachian Center Director [Michael Corriston] or M&O Supervisor [Buford Hodges] or M&O Superintendent [David Lewis] to borrow, rent, or use tables, tablecloths, table skirts, chairs and/or Theatre Scenery.**
11. **A Loan/Rental Form must be signed and a return date indicated when borrowing or renting any item from SKCTC.**
12. **Any item tagged with a State ID Number, used for events, borrowed, or rented, must have its number posted on the Loan Sheet.**
13. **All groups, organizations, or individuals must fill out the proper form and notify the M & O Supervisor or the GAC Facility Director or Campus Director of any and all tagged equipment, furniture and/or carts moved from one Campus Room to another room.**
14. **All forms must be kept in the Loan/Borrow Notebook located in the GAC Facility Directors Office, M&O Office, IT Office, or Campus Director's Office.**
15. **All groups, organizations or individuals who sign a memorandum of agreement for use of SKCTC facilities must provide KCTCS with a Certificate of Liability upon execution of the Agreement. KCTCS shall be named as an additional insured for the duration of the Agreement.**
16. **All parties will agree not to discriminate on the basis of race, color, national origin, religion, sex, age, or disability in employment or service delivery and program participation in conformity and the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, as amended; American with Disabilities Act of 1990; and Executive Order No. 11246 of September 24, 1965, as amended; and all other applicable laws which prohibit discrimination and implementing regulation, guidelines, and standards lawfully adopted and promulgated under the laws.**
17. **Any Non-SKCTC group, organization, or individual, not exempted, using the SKCTC Facilities shall sign a memorandum of agreement between the group and SKCTC. This agreement shall cover fees to be paid, and set forth the responsibilities of the group and the college. The agreement must be completed and signed by both the group representative and college official.**



## **ADDENDUM I: SKCTC FACILITIES USAGE AND RENTAL POLICIES**

### **GENERAL INFORMATION:**

- 1. Access to rooms and storage areas will be limited to those individuals who have filled out the proper forms and returned them to the designated SKCTC Supervisors.**
- 2. Avoid moving equipment, furniture, carts and any other equipment without notifying the proper supervisors, i.e., M & O Supervisor, GAC Facility Director or Campus Director.**
- 3. In the event the Godbey Appalachian Center Facility Director [Michael Corrison] is not on Campus and is not available, check with the Godbey Appalachian Center Program Director [Robert Gipe] to schedule an event {Cumberland Campus.}**
- 4. If Stage Lighting and/or Sound for the event is needed and the GAC Facility Director is not on Campus or unavailable, check with [Tom Pope] in the Cumberland Campus Business Office{Cumberland Campus.}**
- 5. The Art Gallery is scheduled through the office of the Godbey Appalachian Center Program Director [Robert Gipe] {Cumberland Campus.}**
- 5. Always double check with the appropriate supervisors two days prior to the event to insure the event is scheduled to be set up for the proper day and time.**
- 6. Only established SKCTC Programs will be scheduled for Sunday Presentations, i.e., SKCTC Theatre Productions, SEKA Productions, SKCTC Music Productions{Cumberland Campus.}**
- 7. Any organization hosting a luncheon, banquet or reception must use a licensed caterer {Cumberland Campus.}**
- 8. Groups hosting an event must assist with cleanup by placing trash in the provided trashcans, helping to vacuum the floor, clearing the tables of decorations and left over food and utensils.**
- 9. An organization or individual scheduling an event must provide an adult chaperone[s] to supervise children who accompany adults to the program.**
- 10. The Loading Zones of the Godbey Appalachian Center and Falkenstine Hall are for loading and unloading only. Vehicles should be moved from any SKCTC campus loading docks within 10 minutes after it has been loaded or unloaded. The college has incoming deliveries at all hours of the day.**
- 11. Avoid parking during the day in parking spaces with yellow lines as these are designated for Faculty members. You may park in these areas after 5:00pm.**
- 12. The Godbey Appalachian Center and SKCTC Buildings will close by 10:00pm.**
- 13. Any student organization hosting an event must have a designated Faculty Sponsor throughout the event.**
- 14. Lighting and Sound Equipment of the Godbey Appalachian Center Theatre/Harlan Theatre/Whitesburg Theatre will be operated by trained SKCTC Personnel and/or trained SKCTC Students only.**

## **ADDENDUM II: SKCTC FACILITIES USAGE AND RENTAL POLICIES**

### **FEES:**

- 1. Rental fee for meeting rooms or classrooms will be \$10.00 minimum and \$100.00 maximum per day (depending on special needs and space.)**
- 2. Office space per room \$150 minimum and \$300 maximum per month (depending on special needs and space.)**
- 3. Chair rental \$1.00 per chair.**
- 4. Table rental \$10.00 per table.**
- 5. Tablecloth rental \$5.00 per tablecloth {Cumberland Campus.}**
- 6. Table skirt rental \$1.00 per foot including appropriate holding clips {Cumberland Campus.}**
- 7. Rental fee for GAC rooms 213, theatre, and Falkenstine Porch are \$50.00 for Student/Faculty/Staff members. Rental for these rooms for other groups is \$150.00 – \$200.00 (depending on special needs) {Cumberland Campus.}**
- 8. Wedding receptions range from \$150.00 - \$300.00 (depending on special needs) {Cumberland Campus.}**
- 9. Weddings are \$250.00 {Cumberland Campus.}**
- 10. The Drama/Dance Room [213] and/or The Porch of Falkenstine Hall may be rented on a semester basis by a non-SKCTC group or individual if the time block allows. Anyone interested in renting the room for special dance lessons or similar purposes must have proof of insurance to cover any injuries during their sessions. A minimum fee of \$300.00 and a maximum fee of \$500.00 (depending on special needs) {Cumberland Campus.}**
- 11. Advance notice, adequate to setup rescheduling and requests for and calculation of overtime, must be given to Maintenance & Operations department, if they are required to attend events. Maintenance personnel time and overtime will be used to calculate part of the special needs for events.**
- 12. Checks are to be made out to SKCTC-Rental Fee and given to the GAC Facility Director or Campus Director.**
- 13. Groups that may be exempt from the rental fee include: Kentucky Colleges and Universities, KCTCS Colleges, Community Groups such as Boy Scouts, Girl Scouts, Tri-City Woman's Club, Harlan County School Groups, Harlan Independent School Groups, Letcher County School Groups, Jenkins Independent School Groups, Bell County School Groups, Middlesboro Independent School Groups, Pineville Independent School Groups, Cumberland Lions Club, Kentucky Governmental Agencies and any Groups or individuals considered exempt by the President of SKCTC.**

## **ADDENDUM III: SKCTC FACILITIES USAGE AND RENTAL POLICIES**

**{CUMBERLAND CAMPUS}**

### **WHO MAY USE *THE GODBEY APPALACHIAN CENTER FACILITIES***

- 1. Any recognized SKCTC student organizations, community college groups and college-affiliated organizations.**
- 2. Community college groups within the KCTC System and other State Colleges and Universities of the State of Kentucky.**
- 3. Non-community college groups/agencies when the program to be presented is of educational, cultural, or charitable nature, or relates to other purposes consistent with the role of the community college and is approved by the SKCTC President.**

### **WHO **MAY NOT** USE *THE GODBEY APPALACHIAN CENTER FACILITIES***

- 1. Individuals, groups, or agencies not connected with SKCTC who seeks to further the interests of a political party.**
- 2. Individuals, groups or agencies not connected with SKCTC who seeks to advance or inhibit religious expression.**
- 3. Individuals, groups or agencies not connected with SKCTC who are involved in the formation or promotion of labor or management organizations.**