



POLICY STATEMENT— FOR NON-ACADEMIC USE OF MEETING ROOMS / FACILITY SPACE

- Edison State College—Charlotte Campus, provides meeting rooms and facility space for use by College clubs and organizations, community organizations, businesses, governmental agencies, and individuals. Meeting space is not available for following purposes:
 - Sale or promotion of business products or services;
 - Individual political campaign activities
 - Any event in which the College determines that the use does not fall within meeting room guidelines.
- Edison State College —Charlotte campus, reserves the right to review each prospective use and determine whether that use falls within the College's meeting room guidelines.
- The fact that a group is permitted to meet at Edison State College does not constitute an endorsement of the group's policies or beliefs.
- Use of the premises may be terminated at any time if the group, or any member of the group, is disruptive to the College, abusive or dangerous to students, staff, faculty, or facilities.
- Some facilities fees may be waived or reduced if the activity is co-sponsored by the College. (See Request form for Facilities Use).

Terms and Conditions

The applicant agrees to:

1. Reservations must be made at least four weeks in advance to allow the Office of Administrative Services to coordinate arrangements, prepare invoice and process payment prior to your event.
2. Payment must be received no later than five (5) business days prior to the event or the event will be cancelled.
3. The College always has first priority to schedule use of the facilities.
4. Meetings may be held only on days and evenings that the college is scheduled open.
5. Smoking is prohibited on the Charlotte Campus.
6. No personal property may be stored in meeting rooms.
7. Damages to facilities or grounds will be charged to the sponsoring organization. The facility must be left clean upon completion of event.

8. Provide a Certificate of Insurance from the applicant's insurance carrier certifying that the applicant carries liability insurance at limits of not less than \$500,000 per occurrence on bodily injury and property damage, and that "Edison State College" is included as an additional insured. The certificate must be attached to the request form. If the applicant is unable to provide a certificate of liability they will be charged an insurance fee (see special fees below).
9. Prior approval must be obtained in order to serve alcoholic beverages at organized and properly scheduled programs or activities held on campus premises. Any person, group or organization seeking permission to serve alcoholic beverages on campus premises or at campus functions shall file an application with the Office of Administrative Services.
10. No food or beverage is permitted in the auditorium.
11. Any item being taken into meeting rooms by the public may be subject to examination by Edison State College's Public Safety Department.
12. Edison State College cannot be held responsible for damage or loss of property left in meeting facilities.
13. Food and beverage **MUST** be purchased through the college's contracted vendor. Food and beverage from outside sources is not permitted. For arrangements, please contact Murdock Grill Too at Edison State College (941) 637-5697, FAX (941) 637-3542, Cell Phone: (941) 505-1104
14. Products such as confetti, glitter, rice, oil lamps, open flames or any other item that may alter furnishings in any way may not be used in any college meeting room.
15. Dogs (except service dogs) are not permitted on campus for outdoor or indoor events.
16. **Any arrangements made with the College are not binding until the Facilities Use Agreement is signed by an authorized representative of your group and countersigned by Edison State College, Charlotte Campus Office of Administrative Services.**

Reservation and Rental Application

1. Written requests must be submitted in advance for approval (See: Request for Facilities Use Form). A written and signed request is required for confirmation. Reservations must be made at least four (4) weeks in advance to allow the Office of Administrative Services to coordinate arrangements, prepare invoice and process payment prior to your event.
2. Reservations for meeting facilities can be accepted for a period of up to six (6) months only and can be renewed by written request. The College reserves the right to limit the number of reservations for any organization so that all groups have a fair opportunity to use the meeting facilities.
3. No-shows: If a recurring reservation is not used two times consecutively, all remaining reservations will be canceled and the group will be so notified.

Payment

1. Payment must be received no later than five (5) business days prior to the event or the event will be cancelled.
2. Payment should be made payable to: "Edison State College" by check, money order, or cash. Payment should be submitted to the Office of Administrative Services, Charlotte Campus.

Cancellations

1. The College will cancel a contract if all pertinent documents including proof of insurance and payment in full are not received five (5) business days prior to the event date.
2. Cancellation notification will be by email or phone call only.
3. Administrative Services maintains the right to cancel, without advance notice, any event not in compliance with these regulations. Further, Edison State College reserves the right to cancel an event already in progress if applicable and relevant information has not been conveyed to Administrative Services which would be in violation of the guidelines and or policies of the College.

Decorations

1. Decorations must be approved in advance by the Charlotte Campus Facilities Department.
2. Decorations may not obstruct entrances or fire exits, and all exits and emergency lighting must be kept clear of obstructions.
3. All decorations must be constructed of non-flammable materials. No confetti, glitter, rice, oil lamps or open flames are permitted.
4. It is the group's responsibility to remove all decorations. Any damages to the facilities as a result of decorations will be charged to the sponsoring organization.

Publicity

1. Each organization is responsible for its own event publicity (which should indicate that the College does not sponsor the event unless the College has agreed to act as a co-sponsor).
2. Posters, flyers, news releases, and other material designed for publicity purposes must be submitted to the Office of Administrative Services for approval. The College may post or display such material as space permits.
3. No promotional or informational materials may be left in the meeting rooms.
4. The College phone numbers may not be listed as a contact for the meeting or event.

SPECIAL FEES

Liability Insurance Fee (for groups without a certificate of liability insurance)

- Governmental agencies will be required to supply a Certificate of Insurance as proof of coverage in lieu of payment of insurance fees.
- All other organizations are required to pay insurance fees.

Custodian Fee

- All groups using the auditorium and any group with 50 + attendees are required to pay a \$75.00 custodian fee; there are no exceptions to this policy.
- Groups hosting an outdoor event with 100+ attendees will be assessed a \$40.00 per hour custodian fee for the total amount of hours (including set-up and break down time) that the facility will be in use; there are no exceptions to this policy.

Security Fee

If the college determines that a group requires additional security support during an event, a service fee may be applied to the final bill for such services.

Technical Support

If your event requires the use of the light and sound booth and/or computer projection, you may be required to hire a technician from Edison State College's pool of trained technicians. Technical support is not provided by Edison State College staff. However, a basic orientation by appointment may be scheduled prior to event by calling 941.637.5669.

Available Facilities

Facility	Cost
Classroom with advanced technology (CL Building (D)) (capacity 25-45) <input checked="" type="checkbox"/> LCD Projector <input checked="" type="checkbox"/> Document Camera <input checked="" type="checkbox"/> Sympodium	\$45.00 /hr. (2 hours minimum)
Classroom with basic technology (CL Building (D)) (capacity 25-45) <input checked="" type="checkbox"/> LCD projector <input checked="" type="checkbox"/> Computer <input checked="" type="checkbox"/> DVD/VCR	\$35.00 /hr. (2 hour minimum)
Computer Lab w/ LCD projector (CL Bldg 206,207,209 (D)) (capacity 24)	\$400.00 /day
Cafeteria (O-112) (capacity 120) (wireless)	\$75.00/day
Charlotte Room (O-116) (capacity 36)	\$20.00 / hr (2 hour minimum)
Multipurpose Room (O-117) (Capacity 50 theater-style seating or 30 if tables are needed.) <input checked="" type="checkbox"/> White board <input checked="" type="checkbox"/> Wireless connectivity with LCD Projection <input checked="" type="checkbox"/> TV/VCR/DVD	\$150.00/ up to 4 hours or \$250.00 full day
Conference Room (O-118) (capacity 10) (Wireless)	\$20.00 / hr (2 hour minimum)

Auditorium Lobby (O-121) (Wireless)	\$75.00/day (no charge with Auditorium Rental)
Auditorium (O-124) – (Wireless) (capacity 260) <ul style="list-style-type: none"> ◆ Podium with light, clock and microphone ◆ House lighting ◆ Sound System <ul style="list-style-type: none"> ○ hand-held microphones ○ 1 lavalier microphone ○ CD & tape player ○ Onstage speaker option ◆ Ceiling mounted projector ◆ DVD/VHS player ◆ Stage lighting ◆ Computer w/internet connection ◆ LCD Projector with connection for personal laptop ◆ Wireless Internet connectivity for personal laptops <p>If your event requires the use of the light and sound booth and/or computer projection, you may be required to hire a technician from Edison State College's pool of trained technicians. Technical support is not provided by Edison State College staff.</p>	\$250.00 / 4 hours (minimum) \$350.00 full day
Outdoor event	\$350.00 full day

Additional Fees	
Security Guard	\$32. 00 per hour (if more than 200 people are scheduled)
Technical Support	\$15.00 per hour (4 hour minimum)
Custodial Fee	\$75.00 per event (Auditorium use and any indoor event with over 50 people scheduled) \$40.00 per hour (Outside events with over 100 people scheduled)
Utilities Fee	\$15.00 per hour (during non-business hours)

Approved



Director of Administrative Services
Charlotte Campus
Edison State College