



DENMARK TECHNICAL COLLEGE

ADMINISTRATIVE POLICY #03.20.02.03 (2020) FACILITY RESERVATION PROCEDURE

Policy Title: Facility Reservation Procedure

Policy Type: Administration

Policy Number: ADM Policy #03.20.02.03 (2020)

Legal Authority:

State Board Policy:

Approval Date: May 4, 2020

Responsible Office: Office of Fiscal Affairs

Responsible Executive: Vice President of Fiscal Affairs

Applies to: College Community

PROCEDURE STATEMENT:

How do I reserve a facility or athletic field for group/association?

1. **CHECK AVAILABILITY** for your event(s) date(s) and time(s) with the Facility Coordinator.
2. Obtain and complete a **FACILITY RESERVATION REQUEST FORM** and submit it to the Denmark Technical College's Facility Coordinator (*located in Blatt hall at front entrance*) **NO LATER THAN 14-DAYS PRIOR** to your event. Please note that failure to follow the 14-day advance deadline may result in our inability to honor your request.
3. **RENTAL FEES** are based on the facility requested. Any other assessments can only be made by the President.
4. Once your Facility Reservation Request Form has been submitted to the Facility Coordinator, your organization will be contacted regarding approval. Once all required documents are in place, a fully executed copy will be returned to you with event confirmation.
5. **PAYMENT must** be paid forty-eight (48) hours before event. If payment is not made, your reservation will be cancelled. Please bring your approved Facility Reservation Request Form to the Business Office, located in Blatt hall, for proof of approval. You will receive a receipt of payment from the Business Office.

Additional Information

- Your organization’s event is not confirmed until you have received official confirmation from the Facilities Coordinator.
- You ***MUST*** have your official confirmation Facility Reservation Request Form to present to Denmark Technical College’s Public Safety Officer, at which time, they will take you and open the facility. Public Safety is located in Building 022 (*Physical Plant*).
- Catering is available through ABL Food Services. Please call 803-793-5222. Outside catering ***MUST*** be approved through the Vice President of Fiscal Affairs.

The event coordinator for your organization is responsible for:

- Filing all paperwork in accordance with these procedures ***NO LATER THAN 14-DAYS*** prior to your event.
- Attend the event as an active participant.
- Be responsible for event participants adhering to college regulations.
- Check in by phone with the Facilities Coordinator the day prior to the event. (***803-793-5176***)

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	2
Contacts.....	2
Stakeholder(s) (For Administrative Policy).....	3
(Title: Policy Contents).....	3
Publication	3
Review Schedule.....	3
Related Documents	3
Forms	4-7

DEFINITIONS

There are no definitions associated with this policy.

CONTACT(S)

The Vice President of Fiscal Affairs officially interprets this policy. Additionally, the Vice President of Fiscal Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Fiscal Affairs.

STAKEHOLDER(S)

College community

TITLE: POLICY CONTENTS PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: May 4, 2022
- Approval by, date: Area Commissioners: N/A
- Revision History: None
- Supersedes: N/A

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are forms associated with this policy. See below

DENMARK TECHNICAL COLLEGE



FEE STRUCTURE FOR USE OF FACILITIES

FACILITY RENTAL FEES:

BUILDING 026:

Non-Profit Organization	Amount
<input type="checkbox"/> Minimum of four (4) hours	\$150.00 per/day
<input type="checkbox"/> Each additional hour over	\$25.00
<input type="checkbox"/> Accessories (tables & chairs)	\$100.00
<input type="checkbox"/> Janitorial Services	\$100.00

Profit Organization	Amount
<input type="checkbox"/> Minimum of four (4) hours	\$250.00 per/day
<input type="checkbox"/> Each additional hour over	\$25.00
<input type="checkbox"/> Accessories (tables & chairs)	\$100.00
<input type="checkbox"/> Janitorial Services	\$100.00

FACILITY RENTAL FEES:

AUDITORIUM:

Non-Profit Organization	Amount
<input type="checkbox"/> Overhead and Maintenance Fee	\$100.00

Profit Organization	Amount
<input type="checkbox"/> Overhead and Maintenance Fee	\$150.00

DENMARK TECHNICAL COLLEGE



FEE STRUCTURE FOR USE OF FACILITIES

FACILITY RENTAL FEES: STUDENT SERVICES (GYM):

Non-Profit Organization	Amount
<input type="checkbox"/> Minimum of four (4) hours	\$300.00 per/day
<input type="checkbox"/> Each additional hour above minimum	\$25.00
<input type="checkbox"/> Accessories (backdrops, tables & chairs)	\$150.00
<input type="checkbox"/> Janitorial Services	\$150.00

Profit Organization	Amount
<input type="checkbox"/> Minimum of four (4) hours	\$375.00 per/day
<input type="checkbox"/> Each additional hour above minimum	\$25.00
<input type="checkbox"/> Accessories (backdrop, tables & chairs)	\$150.00
<input type="checkbox"/> Janitorial Services	\$150.00

FACILITY RENTAL FEES: FACULTY/STAFF DINING HALL:

Non-Profit Organization	Amount
<input type="checkbox"/> Overhead and Maintenance Fee	\$125.00

Profit Organization	Amount
<input type="checkbox"/> Overhead and Maintenance Fee	\$150.00



FACILITY RENTAL APPLICATION

Organization: _____

Organization Representative: _____

Mailing Address: _____

Phone (*include area code*): _____

Cell Phone (*include area code*): _____

Email Address: _____

Event Name: _____

Event Purpose: _____

Number Expected: _____

Will tickets be sold: Yes No

Facility Requested: (1) _____

Rental Fee: (*total cost per schedule*) \$ _____

Facility Requested: (2) _____

Rental Fee: (*total cost per schedule*) \$ _____

Date of Use: (1) _____

Date of Use: (2) _____

Required Entry Time:	(1)	_____	Exit Time:	_____
----------------------	-----	-------	------------	-------

Required Entry Time:	(2)	_____	Exit Time:	_____
----------------------	-----	-------	------------	-------



Facility Rental's are **SUBJECT TO THE FOLLOWING CONDITIONS:**

1. Agreement may be cancelled at any time prior to use should facilities be needed for College purposes.
2. Renter shall be responsible for any damage on facility rented (*furniture, equipment, and buildings*). Renter is responsible for own cleanup or additional charge will be assessed.
3. Renter shall abide by and enforce the rules, regulations and policies of Denmark Technical College use of facilities.
4. Renter agrees to hold Denmark Technical, Area Commissioners, faculty and staff free and harmless from any loss damage, liability, cost that may result from incidents or accidents that occur on the premises during the rental period.
5. **NO ALCOHOLIC BEVERAGES OR DRUGS ALLOWED ON CAMPUS.**
6. All fees are to be paid to the Business Office by Cash, Certified Check or Money Order no less than 48 hours of event.

TYPE OF SERVICE REQUESTED

- Microphones *How Many?* _____ Sound System/Monitors _____
- Piano
- Risers
- Lectern
- Tables: Round _____ Long _____
- Computer will be used. *Who will furnish computer:* _____
- Presenter _____ College _____
- Chairs: How many? _____

Renter's Signature _____
Date

OFFICE USE ONLY

APPROVAL:

Director of Physical Plant _____
Date

Chief of Public Safety _____
Date

V.P. of Fiscal Affairs _____
Date

PRESIDENT _____
Date