

**EASTERN SHORE COMMUNITY COLLEGE
MELFA, VIRGINIA 23410
PHONE: (757) 789-1789 FAX: (757) 789-1737
FACILITIES UTILIZATION REQUEST AND CONFIRMATION**

Policy Statement

Eastern Shore Community College makes its facilities available to recognized, responsible state, national, and community groups, industry, business, government and professional organizations.

Instructions

This form must be completed by all organizations requesting the use of college facilities. When completed it should be returned to the Program Coordinator for Continuing and Community Education. It will constitute a confirmation of the request when signed by the Dean of Workforce Development and Continuing Education.

Unless other arrangements are made, requested technical and/or audio-visual equipment (indicate below) must be picked up in the LRC during normal operating hours: M-Th, 9 a.m.-8 p.m.; F, 9 a.m.-2 p.m. when classes are in session. Summer hours and hours when classes are not in session may vary. Requests for computer services must be accompanied by a "Request for Temporary Access" form that must be submitted with this facilities reservation form.

1. ORGANIZATION NAME _____
2. TYPE OF ACTIVITY (Please be specific) _____
3. a) DAY AND DATE REQUESTED: Mo. ___ Day ___ Year ___ Day of Week _____
(if more than one, please list on separate sheet)
b) HOURS: From: _____ am / pm To: _____ am / pm
4. a) TYPE OF FACILITY NEEDED (check one): ___ Classroom (desk seating for up to 35 people);
___ Classroom (chair and table seating for up to 35 people); ___ Seminar/Conference Room (chair
and table seating for up to 20 people); ___ Lecture Hall (cushioned seating for up to 100 people);
___ College Grounds; ___ Other, specify type (computer lab*, shop, etc.) _____.
*Computer lab requests must be approved by both the Coordinator of RPA and the Network Administrator.
b) NUMBER OF PEOPLE EXPECTED _____
c) ADMISSION FEE OR DONATION _____ (prior approval required)
5. SPECIAL SERVICES YOU WISH THE COLLEGE TO PROVIDE
_____ Cassette Tape Recorder _____ Slide Projector (35 mm - carousel)
_____ Reel to Reel Tape Recorder _____ Public Address System
_____ Film Projector (16 mm) _____ Record Player
_____ Opaque Projector _____ Filmstrip Projector
_____ Overhead Projector _____ VCR (VHS) & Television
_____ Special Set-up (describe separately) _____ Computers

AGREEMENT: The above named organization has received and agrees to comply with the Regulations Governing the Use of College Facilities as stated on the back of this form. The Applicant hereby represents himself as an authorized agent of named organization and, as such, makes application to Eastern Shore Community college for the use of college facilities. The Applicant warrants that the Group will observe all regulations of Eastern Shore Community College, promptly pay any agreed fee, exercise the utmost care in the use of college property, and make good any damages from Group's use of said premises and property. It is further agreed that non-college groups will agree to hold the college harmless for any loss, damage, liability, expense, claim or demand that may arise or be caused in any way by such use of college facilities.

Name (Print) _____	Signature _____
Address (mailing) _____	Date: _____
_____	Phone _____ (hm)
_____	_____ (wk)
_____ (e-mail address)	_____ (Fax)

6. Please contact the Program Coordinator for Continuing and Community Education at (757) 789-1751 to verify final arrangements no more than 72 hours and no less than 48 hours (excluding weekends/holidays) before your event begins.

Office Use Only

Your request to use college facilities is hereby approved. Your organization has been assigned _____.
A management fee of \$ _____ will be billed to the organization for the services provided.

SIGNATURE & DATE _____
Eddie Swain, CWDP, Dean of Workforce Development & Continuing Education

REGULATIONS GOVERNING THE USE OF ESCC FACILITIES

Organizations within the community may make use of college facilities for meetings and other events. The following policies shall be observed in requesting the use of facilities on campus:

1. Applications for use of facilities by non-college groups shall be submitted to the Office of Workforce Development and Continuing Education. Requests must be made at least 30 days prior to the date of the program or event.
2. Applications must be approved by the Dean of Workforce Development and Continuing Education. Any disapproval may be appealed to the Vice President for Academic Affairs and ultimately the ESCC President. The applicant must agree:
 - a) to provide adequate safety precautions for participants and property;
 - b) that college facilities will be returned to the same condition as before the event;
 - c) that the program or event will not unduly tax the college facilities or interfere with normal operations of the college. Noise in hallways must be controlled;
 - d) that furniture, equipment, etc., will not be removed from rooms.
3. A statement is required from the applicant agreeing to indemnify and to hold and save the college harmless from any loss, damage, liability, expense, claim or demand that may arise or be caused in any way by use of college facilities.
4. Damages to college property will be the responsibility of the group sponsoring the program or event.
5. Priorities for use of college facilities;
 - a) educational programs of the college including approved student services;
 - b) college-sponsored non-credit events and/or activities;
 - c) events and/or activities sponsored by organizations and/or agencies holding partnership agreements with the College.
 - d) events and/or activities sponsored by community, state, and national groups including state employee associations.
6. Agreements shall not be issued by the college more than 120 days in advance of events. Agreements are made on a semester by semester basis after completion of semester class schedules and are subject to change as priorities warrant.
7. Possession or consumption of alcoholic beverages in any form shall not be permitted on college property.
8. Promotional and advertising materials used or distributed on campus must be approved by the college.
9. Any group which violates these regulations will have their reservations cancelled and/or be required to leave college property immediately (without refund of any pre-paid fees) and will denied permission to use the facilities again.
10. ESCC facilities shall not be used for any program or event inconsistent with maintaining the tax-free status of the college.
11. The college reserves the right to impose reasonable conditions upon the applicant to assure compliance with these regulations.
12. A management fee will be charged to cover personnel time for reservations management as well as any necessary security, maintenance, set-up, break-down, cleaning and/or equipment usage. All charges will be billed by the College.
13. Community and college affiliated organizations shall refrain from any public statements that would either explicitly or implicitly college approval, support, endorsement, or co-sponsorship of any activity unless specifically authorized to do so by the college. No fee to participants shall be charged without specific approval of the college.
14. College facilities may not be used for fund raising, profit-making or entrepreneurial activities.
15. Once a confirmation has been made it will not be canceled by the college, unless conditions or priority commitments warrant such cancellation as noted above.
16. Smoking is not permitted anywhere in the building.
17. ESCC disclaims any responsibility for injury to visiting minors, when the injury may have been prevented by appropriate parental supervision. In order to protect both visitors and the college, the following guidelines are in effect:
 - a) High school students may use the Learning Resources Center without supervision of their parents or an accompanying adult. However, the college will not accept responsibility for injury due to lack of parental supervision.
 - b) Minors of less than high school freshman status must be under the direct supervision of a parent or another adult 18 years of age or older.
 - c) Any unattended minor on campus will be asked to leave the campus immediately and will not be permitted to return without direct parental supervision.
18. College groups and departments wishing to schedule regular meetings must obtain approval from the Office of Workforce Development and Continuing Education but need not complete this form.
19. Individual College faculty, staff or students who wish to schedule large or special events (including class projects, student events, etc.) must complete this form, but are required to reserve and secure A/V, and technical equipment and/or security, maintenance, cleaning through appropriate College departments on their own. Fees may apply. Upon request, project coordination services may be obtained through the Continuing Education department with appropriate fees applying.