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HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.1.1

Title: Property Control

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Procurement Manager

Original Approval Date: 09-09-1993

Last Cabinet Review: 02-15-2012

Last Revision: 03-14-1997

Chairperson

The College will maintain strict accountability and control of all federal, state, local and other property to include equipment as mandated by the South Carolina Consolidated Procurement Code for the receipt, custody, control and disposition of such property.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.1.1
Related Policy: 4.1.1
Title: Property Control
Responsibility: Procurement Manager

Original Approval Date: 02-28-1997
Last Cabinet Review: 02-15-2012
Last Revision: 03-14-1997

President

1. All state equipment will be assigned by the Procurement Office to the appropriate departments, as indicated on the College's Purchase Order.
2. No equipment shall be moved, loaned, or transferred to the other departments or campuses without the completion of a Property Transfer Form and notification to the Procurement Officer.
3. School owned property is not to be used for non-school purposes. College equipment may be used for state, county or city projects if written authorization is obtained from the Office of the President.
4. In the event of missing or stolen equipment, the person responsible for the equipment must notify the Procurement Officer immediately. Police must be called to investigate all cases of suspected theft of equipment.
5. The President must authorize the disposal of state property, except real property, in accordance with State/Federal laws and statutes and the S.C. State Board for Technical and Comprehensive Education policies and procedures.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.1.2

Title: Equipment Inventory & Disposition

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Procurement Manager

Original Approval Date: 09-09-1993

Last Cabinet Review: 02-15-2012

Last Revision: 02-27-1997

Chairperson

The physical inventory and records of equipment shall be conducted and maintained in accordance with the South Carolina State Board for Technical and Comprehensive Education policies on equipment inventory.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.2.1
Related Policy: 4.1.2
Title: Equipment Inventory & Disposition
Responsibility: Procurement Manager

Original Approval Date: 08-01-1994
Last Cabinet Review: 02-15-2012
Last Revision: 02-15-2012

President

1. The inventory shall be maintained in a manner approved by the S. C. State Board for Technical and Comprehensive Education, and the records shall contain such statistical data as may be deemed necessary in accounting for the equipment and its use.
2. All equipment valued at \$1,000.00 or more will have a state equipment I.D. located on the equipment and properly recorded in accordance with current state board inventory procedures. New equipment purchases will have a properly recorded I.D. prior to distribution to the appropriate department.
3. All state equipment will be inventoried annually and the data electronically transferred to the Tech Central Office.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.1.3

Title: Security and Housekeeping

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Procurement Manager

Original Approval Date: 09-09-1993

Last Cabinet Review: 02-15-2012

Last Revision: 10-10-1996

Chairperson

The employees under whose jurisdiction certain equipment has been placed are responsible for the proper use, maintenance, and protection of all such equipment.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.3.1
Related Policy: 4.1.3
Title: Security and Housekeeping
Responsibility: Procurement Manager

Original Approval Date: 08-01-1994
Last Cabinet Review: 02-15-2012
Last Revision: 02-15-2012

President

No equipment is to be removed from the department to which it is assigned without the permission of the Department Head who is responsible for the equipment. The Department Head in turn will advise the Equipment Coordinator.

In the event an item of equipment becomes broken, inoperative, or missing, the matter shall be reported to the Equipment Coordinator immediately. No one, including staff, is authorized to use shops or laboratories without permission from the instructor or Department Head in charge. No equipment shall be loaned to non-college personnel without prior approval of the President and proper notification of the Equipment Coordinator.

Each Department Head is responsible for locking all shops and lab facilities when not in use. It is not necessary that classrooms be locked. However, all instructional equipment, such as smart carts, overhead projectors, film projectors, hand-held computer devices, and any technological devices or equipment should be returned to the proper place after use. No audio-visual or movable equipment should be left in classrooms unless it is properly secured and safeguarded.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.3.2
Related Policy: 4.1.3
Title: Keys
Responsibility: Superintendent of Buildings and Grounds

Original Approval Date: 02-26-1997
Last Cabinet Review: 02-15-2012
Last Revision: 02-15-2012

President

1. The Superintendent of Building and Grounds shall maintain a complete set of all external and interior college keys in a secure and organized manner.
2. All full-time College employees shall be issued only the necessary interior keys to allow them access to their specific work area(s).
3. A complete set of College keys may be requested and issued to the following:
 - a. President
 - b. Vice Presidents
 - c. Appropriate maintenance and custodial personnel
 - d. Currently contracted security firm
 - e. Superintendent of Building and Grounds
 - f. Deans and Assistant Deans of Branch Campuses
 - g. Campus provosts
4. All employees terminating employment with the College must turn in keys to Superintendent of Building and Grounds or immediate supervisor.
5. All requests to have locks changed or re-keyed must be submitted to and approved by the Superintendent of Building and Grounds and the Vice President for Business Affairs.
6. Periodically the Superintendent of Buildings and Grounds shall recall all exterior and/or master keys for re-issuance.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number 4.1.4

Title: Donations to the College

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: President

Original Approval Date: 09-09-1993

Last Cabinet Review: 02-15-2012

Last Revision: 12-12-2002

Chairperson

Under the authority of South Carolina Code Section 59-53-52(4)(5) and Section 59-53-1620(4), and on behalf of the Area Commission, the President or his/her designee is authorized to accept donations, of all kinds and descriptions, to the College, with the exception that the acceptance of real property will require approval of the Area Commission. For financial reporting and tax purposes, the evaluation of all gifts must be established by external authorities or by the donor. The President, as designee of the Area Commission, may request that the Horry-Georgetown Technical College Foundation provide formal recognition in its annual publications.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.4.1
Related Policy: 4.1.4
Title: Donations to the College
Responsibility: Procurement Officer

Original Approval Date: 08-01-1994
Last Cabinet Review: 02-15-2012
Last Revision: 12-12-2002

President

Occasionally, businesses, industries or individuals offer to donate goods and/or services to the College. The decision to accept the donation is specifically reserved to the President, as the designee of the Area Commission. The specific procedures to be followed are:

1. All offers for donations of goods or services should be forwarded to the President's Office.
2. If the offer is accepted, the President will send a letter of acknowledgement to the donor. If the donation includes equipment requiring inventory identification, a copy of the letter will be sent to the Vice President for Business Affairs.
3. The President may request that the Horry-Georgetown Technical College Foundation provide recognition for the donation. If the donation includes equipment, the President may request that the Foundation include the items on the Foundation inventory.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.1.5

Title: College Equipment & Technology

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Superintendent of Buildings and Grounds

Original Approval Date: 09-09-1993

Last Cabinet Review: 03-28-2012

Last Revision: 03-22-2012

Chairperson

Department Heads will be responsible for all equipment and technology assigned to their department. Authorization for official/educational use of any equipment and technology assigned to a department must come from the department head with authority over those resources.

Equipment and technology includes but is not limited to computers, simulation equipment, tools, instructional materials, and hand-held electronic devices.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.5.1
Related Policy: 4.1.5
Title: College Equipment & Technology
Responsibility: Superintendent of Building & Grounds

Original Approval Date: 08-01-1994
Last Cabinet Review: 03-28-2012
Last Revision: 03-22-2012

President

Each department head shall develop a specific set of guidelines for use of equipment and technology for the department. Departmental guidelines must be submitted to the division dean for approval. All students and College personnel shall abide by approved departmental guidelines.

Students who have been assigned equipment and technology and subsequently lose the assigned item shall be required to reimburse the College for the actual replacement cost. The College may, at its discretion, implement additional measures to ensure the physical safeguarding and control of equipment and technology. Payment shall be made to Student Accounts and a receipt presented to the Registrar before semester grades are awarded and/or the student enrolls for the next semester.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.1.7

Title: External Use of Facilities

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: President

Original Approval Date: 10-14-1993

Last Cabinet Review: 03-28-2012

Last Revision: 06-01-2011

Chairperson

Long-established, statewide policies encourage use of institutional physical facilities by community groups, agencies, institutions, and others for purposes that are deemed to be in the best interest of the communities and serve desirable, useful, or beneficial objectives. This policy will be administered in accordance with College policies and procedures.

It is the policy of Horry Georgetown Technical College to cooperate with businesses, organizations, or individuals in the use of its buildings and facilities for public service events and private projects. While the primary use of these facilities must remain to support the instructional programs of the College, the facilities will be available for activities that are consistent with the mission of the College.

- A. Any activity that in the judgment of the College would be disruptive to College operation or is not consistent with the College mission will not be approved.
- B. The College reserves the right to interpret its mission and grant use of any facility to a business, an organization, or an individual whose activities are in keeping with that mission in a consistent manner.

The College will attempt to make its facilities available to the public provided all applicable requirements are satisfied.

The rental or usage fees are to be set so as to recover College direct and indirect costs for janitorial and security service, utilities and overhead. Organizations may be required to provide proof of liability insurance prior to use.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.7.1
 Related Policy : 4.1.7
 Title: External Use of Facilities
 Responsibility: College President

Original Approval Date: 06-07-1995
 Last Cabinet Review: 03-28-2012
 Last Revision: 06-01-2011

President

I. Purpose

To provide procedures for use of College facilities by employees, external groups and organizations, and for any use other than that of an institutional nature or purpose.

II. Procedures

A. The College President is ultimately responsible for the use of any College facilities. For practical purposes, the College President delegates authority to either of his administrative assistants who will solely be responsible for:

- Reviewing and approving all external use of facilities;
- Determining the availability of facilities;
- Scheduling events and use of facilities; and
- Ensuring compliance with College Policies and Procedures.

The President and/or his administrative assistants may seek the input of various Cabinet members in determining whether to justify external use of facilities, or reaching other decisions pursuant to such use.

B. Use of College Buildings and Facilities by External Parties or Users

1. Rental/use fees will be charged unless waived in writing by the College President.

- a. City, county, state governmental agencies, public service events and groups/organizations that have a direct association with the educational program or support of the college, may use the facilities on a space available basis at a reduced rate up to and including no charge during times when the college is open, provided participants are not charged a registration fee. The President or his/her designee will determine the rate charged to governmental entities. Any discount must be approved by the College President.

- b. Facilities may be used for political meetings and other campaign related purposes provided full rental/use fees are charged.
- 2. Any external user of college buildings and facilities will be charged a fee unless a reduced rate or waiver is negotiated and approved by the College President. Users of college facilities will be financially responsible for all damage to property or injury to persons arising out of the use permitted, and may be required to provide a security deposit. The user must provide appropriate insurance that meets state minimum limits if required by circumstances.
- 3. Kitchen facilities other than basic warming devices and refrigeration units are not available. Special luncheons will be coordinated through the President or his/her designee.
- 4. Rights are reserved by the Horry-Georgetown Technical College Commission and/or the President to revoke permission for external use of buildings and facilities, without liability, should such action be deemed necessary.
- 5. Specific activities prohibited by the College, include but are not limited to those/that:
 - a. Conflicting or interfering with college activities and the learning experience.
 - b. Involving fund-raising campaigns except as permitted by the Horry-Georgetown Technical College Commission or the President.
 - c. Espousing theories or doctrines subversive to the laws of the United States, or any political subdivision thereof; advocating governmental changes by violence.
 - d. Formal instructional activities conducted by another organization which grants credit or certification or CEUs, and for which fees are collected and are in direct competition with the college offerings.
- 6. Any advertisement or promotional materials for meetings must be approved in advance by the College President or his/her designee.
- 7. The use of any college facilities or equipment for production or process development for businesses or for personal gain is not permitted. To use any college facility or its equipment for production of goods or services that will result in personal or economic gain in any way is prohibited.
 - a. Businesses may use facilities and equipment for product development and business support functions under the guidance of Horry-Georgetown Technical College staff or faculty. Businesses are responsible for supplying the engineering work and must work with students and faculty during product development.
 - b. Each individual arrangement requires a contractual agreement.

C. Scheduling of Facilities

1. Scheduling of Academic Facilities

Normal scheduling for all activities is between the hours of 7:00 AM and 11:00 PM Monday through Fridays. Events scheduled on other days or between 11:00 PM and 7:00 AM are considered special hours and scheduling of such of special activities must be coordinated with the President or his/her designee.

2. The President or his/her designee will be solely responsible for scheduling all external use of facilities.
3. Organizations reserving facilities will be sent a confirmation notice and a copy of the room use guidelines.

III General

- A. The College will consider the rental of facilities by external organizations whose activities are in keeping with the mission of the College. Within these parameters the College will not rent rooms, housing, or specialized equipment, (i.e. nursing labs, computers, etc., library; and private offices and secure areas).
- B. To ensure all members and organizations within the community have equal access to the College facilities, and depending on availability, Horry-Georgetown Technical College may need to limit the use of its facilities to a 6-month period during the fiscal year.
- C. Organizations renting College facilities must conduct activities that are orderly; lawful; not of a nature to incite others to disorder; not restrictive by reason of race, creed, color, national origin, sex, or age; and not intended to require a paid admission fee; and not intended for political purposes.
- D. Should the College incur property damage because of facility use by another organization; the cost to repair the damage will be assessed against the using organization.
- E. Continued use of a College facility by any organization will be contingent upon the organization's taking proper steps to protect the College's property, to ensure complete safety, to observe fire and other safety ordinances, to ensure full compliance with this Policy and Procedure, and to reimburse the College for previous use.
- F. Horry-Georgetown Technical College is not equipped to provide a telephone in your room nor are we staffed to provide non-emergency telephone message service.

- G. If your room is locked when you arrive, do not move to another room. Please contact the Public Safety Department at their appropriate location.
 At the **Conway** Campus - dial ext. 7806 or 843-349-7806 or call their cell phone at 843-251-6111.
 At the **Grand Strand** Campus – dial ext. 2115 or 843-251-9405.
 At the **Georgetown** Campus – dial ext. 1405 or 843-446-1869.

The hours available are Monday thru Thursday 8:30 am – 4:30 pm and Fridays from 8:30 am to 12:30 pm.

- H. The sale and/or consumption of alcoholic beverages on College property are prohibited by external individuals or groups.
- I. Modifications to College facilities will not be made. Our rooms are often used several times each day, therefore, in order to have them ready for each group, please ensure:
- All materials should be removed at the end of your function. If you are using a room for several days please remove all materials from the tables and leave them in one corner of the room. The College is not responsible for materials left in rooms.
- All trash should be placed in the proper receptacles. If you anticipate that your group will generate a large amount of trash, please bring your own trash bags.
- J. College facilities will not be available for use on College holidays unless approved by the President. A listing of those holidays is available from the Human Resources Department.
- K. To avoid damage to wall coverings and finishes, no posters or other signage are to be taped, stapled or affixed to any surface in the buildings without prior approval of the President.
- L. Animals are prohibited on campus. Service Animals for the blind or visually impaired and for the hearing impaired are exempt from this prohibition.
- M. Organizations using the facilities must not consider Horry-Georgetown Technical College as a cosponsor for advertising, media or other purposes unless expressly permitted by the College.
- N. The College is not able to provide expendable items such as pens, papers, flip charts, copy machine services, etc.

IV. Indemnification

Any organization using College property shall hold harmless the Horry Georgetown Technical College, its Area Commission and the individual members thereof, and any College officials or employees, from and against any loss, damage, liability or expense that may arise during, or be caused in any way by, such occupancy or use of College property.

V. College's Right to Cancel

The College reserves the right to cancel authorized use of the College's facilities when considered to be in the best interest of the College or that serves a compelling state interest.

VI. American Disabilities Act (ADA) Requirements

Organizations using College facilities will be responsible for providing any ADA accommodations for their event beyond what the College provides.

VII. Payment of Rental Fees and Charges

The renting organization shall reimburse the College in accordance with the terms of the rental agreement between the organization and the College. Payment for renting the facilities shall be made in advance of the event. The renting organization shall make checks payable to Horry Georgetown Technical College.

VIII. Schedule of Fees and Charges

The President or his/her designee will develop and maintain a schedule of fees and charges for use of College facilities.

IX. Exceptions

In any situation not conforming to this Procedure, the issue will be referred to the President for a decision.

**Request to Rent Facilities at Horry Georgetown Technical College
Conditions of Use of a Facility at Horry Georgetown Technical College**

Any external organizations/persons who rent a facility at Horry Georgetown Technical College must agree to:

1. Not remove any College property from any room nor modify any facility or equipment.
2. Reset the room to its original configuration and state of cleanliness.
3. Ensure that no attendee uses tobacco products inside any building nor outside of designated areas.
4. Ensure that no alcoholic beverages are sold or consumed on College property.
5. Reimburse the College for any additional costs or damage resulting from their use.
6. Only conduct activities that are lawful, orderly, not of a nature to incite others to disorder; not restrictive by reason of race, creed, color, national origin, sex, or age.
7. Hold Harmless the Horry Georgetown College Commission, the individual members thereof, and any College officials or employees from and against any loss, damage, liability, or expense that may arise during, or be caused in any way by, such occupancy of or use of College property.
8. Accept that no special consideration will be granted for parking except for existing handicap parking spaces.
9. Accept the facilities will not be used for personal use (i.e., birthdays, receptions, etc.), fundraising events, or profit-making purposes of any nature or of any kind.
10. Provide any American with Disability Act accommodations for their event beyond what the College provides.
11. Accept the College's decision to cancel a reservation when that cancellation is considered to be in the College's best interest.
12. Fully comply with the College's Policy, Procedures, and terms of use.

Name of person & group requesting facilities: _____

Company or group affiliation: _____

Address: _____
Street City State Zip

Telephone: _____ Fax: _____

Specific type of event to be held in the facility: _____

Type of facility being requested: _____

Equipment needs: _____

Number of people attending the event: _____

Date(s) of the event: _____ Beginning & Ending times of event: _____

I, the undersigned, will not charge an admission fee for the event to be held at Horry Georgetown Technical College. I hereby affirm that the information given herein is true and accurate to the best of my belief and knowledge and that I am authorized to act on behalf of the named organization. I acknowledge that I will be responsible for informing all participants at the event of the conditions and restrictions regarding the use of the facility. Manually signing or electronically entering a signature indicates my agreement to the Policies and Procedures set forth in this document.

Signature of Requestor Date

**Horry Georgetown Technical College
Facilities and Equipment Utilization Fees
CONWAY CAMPUS**

Effective June 1, 2011

<i>Facility</i>	<i>Half Day (less than 4 hours)</i>	<i>Full Day (more than 4 hours)</i>
Conway Campus – Bldg. 100 President’s Board Room*****	<i>\$100</i>	<i>\$200</i>
Conway Campus – Bldg. 200 Industrial Wing Shop	<i>\$200</i>	<i>\$400</i>
Conway Campus – Burroughs and Chapin Auditorium	<i>\$250</i>	<i>\$400</i>
Conway Campus – Bldg. 1100 Chancel Board Room	<i>\$100</i>	<i>\$200</i>
Conway Campus – Bldg. 1100 Café 1100	<i>\$250</i>	<i>\$400</i>
Georgetown Campus – Workforce Training Center	<i>\$200</i>	<i>\$400</i>
Classrooms- General Purpose	<i>\$75</i>	<i>\$100</i>
Classrooms – Multimedia – Video Conferencing	<i>\$100</i>	<i>\$150</i>
HGTC Parking Lots		<i>\$200</i>
Lobby/Breezeway		<i>\$100</i>

Each Additional Custodial Staff or Security Guard
Technical Support (2 hour minimum)

\$100 per person/per day
\$25 per hour

***** Requires Approval by College President

To ensure all members and organizations within the community have equal access to the College facilities, Horry-Georgetown Technical College will limit the use of its facilities to a 6-month period during the fiscal year. No person, group, or organization will be permitted to use the College facilities for more than a 6-month period during the fiscal year.

If you are requesting a room that is not listed on this chart, the College President and/or his/her designee will determine if the space can be rented for outside use.

**Horry Georgetown Technical College
Facilities and Equipment Utilization Fees
MYRTLE BEACH CAMPUS**

Effective June 1, 2011

<i>Facility</i>	<i>Half Day (less than 4 hours)</i>	<i>Full Day (more than 4 hours)</i>
Conference & Business Center (Bldg. 600 GS)		
Thomas C. Maeser Auditorium*	\$400	\$700
Meeting Room 601*	\$225	\$350
Classroom 604	\$75	\$100
Classroom 616	\$75	\$100
Computer Lab 603	\$400	\$750
Conference Room 605	\$75	\$100
Beach Bistro	\$100	\$150
Building 100 GS		
Gym	\$100	\$150
Inside Space	\$150	\$325
Building 200 GS		
Classrooms	\$75	\$100
Conference Rooms	\$75	\$100
Hospitality Suite	\$225	\$350
Building 1000 GS		
Classrooms	\$75	\$100
Conference Room	\$100	\$150

* An additional \$60 set up fee will be charged
 White Linens are available - call for current pricing
 Chair Covers & Ribbons are available – call for current pricing
 Technical Support (2 hour minimum) - \$25 per hour

To ensure all members and organizations within the community have equal access to the College facilities, Horry-Georgetown Technical College will limit the use of its facilities to a 6-month period during the fiscal year. No person, group, or organization will be permitted to use the College facilities for more than a 6-month period during the fiscal year.

If you are requesting a room that is not listed on this chart, the College President or his/her designee will determine if the space can be rented for outside use.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.1.8
Title: Facilities Maintenance
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Superintendent of Buildings and Grounds

Original Approval Date: 09-09-1993
Last Cabinet Review: 03-28-2012
Last Revision: 03-21-2012

Chairperson

Minor renovations and routine maintenance of facilities, include buildings and equipment, will be the responsibility of the Department of Buildings and Grounds in accordance with the College's Maintenance Manual.

All employees are encouraged to submit maintenance/minor renovation requests, whether of a general observation or a significant need, to the supervisor of buildings and grounds for appropriate action. These requests will generally be completed via the work-order process. For renovations of a more significant nature, the College will issue a college-wide request for renovations twice annually. All requests requiring significant funds or manpower will be approved by the President or Vice President of Business Affairs after consultation with the functional area vice president.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.8.1
Related Policy: 4.1.8
Title: Facilities Maintenance
Responsibility: Superintendent of Buildings and Grounds

Original Approval Date: 09-09-1993
Last Cabinet Review: 03-28-2012
Last Revision: 03-20-2012

President

The Superintendent of Buildings and Grounds will submit a college-wide request for major renovations twice annually. This list will include all three campuses and shall be submitted to the Vice President for Business Affairs for review and approval.

Once the list is approved, it becomes the official document from which assignments are made to the appropriate maintenance personnel. All data relative to this list should be included in the maintenance software program.

Additionally, all employees are encouraged to submit minor maintenance renovation requests during the year to the Superintendent of Buildings and Grounds, utilizing the official maintenance request forms and work order system.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.1.9

Title: Acquisition of Equipment Costing \$5,000 or more

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Vice President for Business Affairs

Original Approval Date: 09-09-1993

Last Cabinet Review: 02-15-2012

Last Revision: 02-15-2012

Chairperson

Under authority of South Carolina Code Section 59-53-50 and in accordance with State Board of Technical and Comprehensive Education Policy 4-5-101, college equipment with an acquisition cost of \$5,000 or greater will be capitalized. Said equipment will have a separate identifying decal attached and be accounted for as individual items on State inventory control records.

Further, items purchased with a value between \$1,000 and \$4,999 with a useful life greater than one (1) year shall have a non-capital decal on an individual piece or lot assignment basis and shall be accounted for by decal number and non-nomenclature by the custodian, State administrative unit, or individual college.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.1.11

Title: Alcohol Use by External Groups

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: President

Original Approval Date: 10-11-2001

Last Cabinet Review: 02-15-2012

Last Revision:

Chairperson

External groups renting or utilizing Horry-Georgetown Technical College facilities shall not sell any alcoholic beverages at function(s). Beer and wine may be served and consumed at approved designated functions, but not sold, and only after receiving advance written approval for such event(s) through the Office of the President.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.11.1
Related Policy: 4.1.11
Title: Alcohol Use by External Groups
Responsibility: President

Original Approval Date: 10-11-2001
Last Cabinet Review: 02-15-2012
Last Revision:

President

External groups renting or utilizing Horry-Georgetown Technical College facilities shall not sell any alcoholic beverages at function(s).

Beer and wine may be served and consumed only at approved designated functions, but not sold, and only after receiving advance written approval for such event(s) through the Office of the President.

Hard liquor and mixed drinks may not be offered, served, consumed or sold at approved designated functions.

The beer and wine served must only be distributed on a complimentary basis. Complimentary basis means: no alcoholic beverages can be sold; no raffle tickets may be sold towards the purchase of alcohol; no donations may be collected; no money may change hands in any manner for the purpose of purchasing or consuming of alcoholic beverages.

The representative of the external group will ensure that all alcohol service and consumption is in accordance with any pertinent state, county and municipal law(s), regulation(s), and ordinances(s). The external group sponsoring the function is responsible for monitoring the service and consumption of alcoholic beverages to ensure that neither an intoxicated person nor an under-aged person is served.

Beer and wine must be served by a certified/professional bartender; there will be no "open" bar. It is the responsibility of the representative of the external group to obtain and document the qualifications of the qualified bartender(s) needed.

The representative of the external group renting or utilizing College facilities for a function where alcohol will be served agrees to conform to the alcohol policy as stated above. In addition, the representative of the external group must agree via a written contract to indemnify and hold Horry-Georgetown Technical College harmless for any personal injury or property damage which might occur as a result of the service or consumption of alcoholic beverages by any member or members of its group or those in attendance. The external group must provide written, certified, and notarized documentation of insurance coverage at a minimum amount of \$1,000,000 (one million dollars).

This form, when signed by both parties, is in full force for the following specific event/date: **(User name and event) on (date) in the (Location).**

Signatures: _____
(College representative & title)

User name and title

Date _____

Date _____

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.2.1

Title: Transportation

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Vice President for Business Affairs

Original Approval Date: 09-09-1993

Last Cabinet Review: 10-08-2012

Last Revision: 01-09-2008

Chairperson

The Horry-Georgetown Technical College Motor Pool will operate under the Vice President for Business Affairs and be the responsibility of the Vehicle Coordinator. All vehicles owned or leased by the College will be under the control and operation of the Motor Pool. Responsibility for preventive maintenance and repairs is assigned to the Superintendent of Buildings and Grounds.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.2.2
Title: College Vehicle Usage
Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President for Business Affairs

Original Approval Date: 09-09-1993
Last Cabinet Review: 02-15-2012
Last Revision:

Chairperson

The Vehicle Coordinator will control the use of all vehicles owned or leased by the College.

All College vehicles assigned to individuals are for the benefit of the College. Under no circumstances is vehicle use to be considered as a salary supplement or fringe benefit. The President may be assigned an automobile for unlimited use in the capacity as the official representative of the College.

All College vehicles will be assigned upon request, in the numerical order received, with out-of-town, overnight trips having priority.

College vehicles are to be used for official college business only, and in lieu of private automobiles when available. Any driver of a College vehicle must have a valid South Carolina Driver's License. The Vehicle Coordinator will maintain a car reservation and check out system. Keys to cars should not be held when the vehicle is not in use. Accidents and/or malfunctioning of vehicles should be reported to the Vehicle Coordinator immediately.

When it is in the best interest of the institution to permit a college vehicle to be kept at the home of an employee overnight, the President or Vice President for Business Affairs may approve such action.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.2.2.1
Related Policy: 4.2.2
Title: College Vehicle Usage
Responsibility: Vice President for Business Affairs

Original Approval Date: 08-01-1994
Last Cabinet Review: 02-15-2012
Last Revision: 10-21-1996

President

To reserve a vehicle, a staff or faculty member should complete and submit a Vehicle Reservation Request form to the Vehicle Coordinator or contact the Vehicle Coordinator personally. The Vehicle Coordinator will register the request, if a car is available, and inform the staff or faculty member as to the availability. A weekly vehicle registration notebook will be kept by the Vehicle Coordinator for each vehicle. When the keys are picked up, the vehicle will be "logged out" on a vehicle log sheet listing name, department, date, destination, time, and mileage. When the keys are turned in, the vehicle will be "logged in" with the date, time, returning mileage, along with a note of any detected repair needs.

Reservations may not be honored due to maintenance problems, priorities, or other considerations.

When two or more individuals are traveling to the same destination or to destinations that are in close proximity on the same day, every effort must be made to travel together.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.2.3

Title: Seat Belt Usage in College Vehicles

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Vice President for Business Affairs

Original Approval Date: 09-09-1993

Last Cabinet Review: 02-15-2012

Last Revision: 02-15-2012

Chairperson

All College employees and anyone driving or riding in College owned or leased vehicles are required to comply with State laws governing seat belts.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.2.4

Title: Official Student Use of College Vehicles

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Vice President for Business Affairs

Original Approval Date: 09-09-1993

Last Cabinet Review: 02-15-2012

Last Revision: 02-15-2012

Chairperson

It is the policy of Horry-Georgetown Technical College to permit authorized students to operate college-owned vehicles, provided the student meets the following criteria:

1. Any student designated to operate a college-owned vehicle must possess a valid South Carolina driver's license.
2. Only an official representative of the College, full-time faculty or staff, can grant official permission for a student to use a college vehicle.
3. The official representative of the College can only grant a student authorization to operate a college vehicle for performance of official college business or function.
4. The authorizing official representative must submit in writing to the Vehicle Coordinator the name of the student authorized to operate the college vehicle, departure time, destination, and approximate return time before departure.

If a student is a frequent operator of a college vehicle, the official college representative, must report the student's name to be added to the College insurance policy.

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.2.5

Title: Parking Regulations and Vehicle Registration

Authority: Title 59, Chapter 53, Sections 810-860 of the 1976 Code of Laws of South Carolina, as Amended

Responsibility: Vice President for Business Affairs

Original Approval Date: 09-09-1993

Last Cabinet Review: 02-15-2012

Last Revision:

Chairperson

As a commuter campus, the College recognizes the importance of providing parking for all members of the College community. Therefore, it is very important that parking regulations be strictly followed by everyone.

Certain areas of all campuses are reserved for faculty, staff, visitors, and handicapped parking. Unauthorized areas are not to be parked in at any time. Failure to follow parking regulations will result in being issued a parking citation and/or having the vehicle towed away at the owner's expense.

All student and employee vehicles must be registered. The registration of student and employee vehicles must be accomplished each year or at the time of initial employment or enrollment. Students and employees must prominently display an issued college parking decal on the registered vehicle.

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.2.5.1
Related Policy: 4.2.5
Title: Parking Regulations and Vehicle Registration
Responsibility: Vice President for Business Affairs

Original Approval Date: 08-01-1994
Last Cabinet Review: 02-15-2012
Last Revision: 02-15-2012

President

A parking decal will be issued to each student at registration to place on the passenger side front window of vehicle. Students driving more than one vehicle on a regular basis should have a parking decal for each vehicle. Parking decals will expire on August 1 of each year unless otherwise noted.

Decals can be obtained from the Office of Public Safety on the Conway Campus, and at the front office of the Grand Strand and Georgetown campuses.