

# 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: 03-28-2012

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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:

1. Reviewing and approving all external use of facilities;
2. Determining the availability of facilities;
3. Scheduling events and use of facilities; and
4. 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. The College President must approve any discount.

- b) Facilities may be used for political meetings and other campaign related purposes provided full rental/use fees be 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 fundraising 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 due to 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.

- 1. At the Conway Campus dial ext. 7806 or 843-349-7806 or  
Cell # 843-251-6111
- 2. At the Grand Strand Campus dial ext. 2115 or 843-251-9405
- 3. At the Georgetown Campus dial ext. 1405 or 843-446-1869

The hours available are Monday through 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 is 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 due to 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**

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

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**

<b>Facility</b>	<b>Half Day (less than 4 hours)</b>	<b>Full Day (more than 4 hours)</b>
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
<b>Building 100 GS</b>		
Gym	\$100	\$150
Inside Space	\$150	\$325
<b>Building 200 GS</b>		
Classrooms	\$75	\$100
Conference Rooms	\$75	\$100
Hospitality Suite	\$225	\$350
<b>Building 1000 GS</b>		
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

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