

SHAWNEE COMMUNITY COLLEGE
 8364 Shawnee College Road, Ullin IL 62992
REQUEST FOR USE OF COLLEGE FACILITIES

ORGANIZATION _____ PHONE (work) _____
 CONTACT PERSON _____ (home or cell) _____
 ADDRESS _____
 _____ # OF PARTICIPANTS: _____

DATE OF ACTIVITY: _____ SETUP TIME: _____ a.m./p.m. to _____ a.m./p.m.
 EVENT TIME: _____ a.m./p.m. to _____ a.m./p.m.

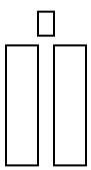
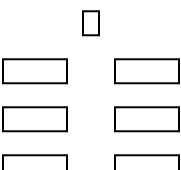
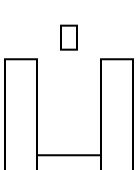
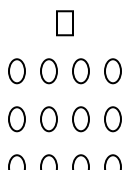
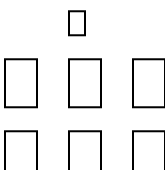
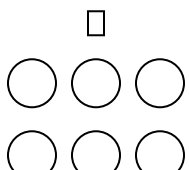
IF YOUR MEETING IS SCHEDULED FOR 6 HOURS OR MORE, PLEASE SEE THE ATTACHED
 CONTINUING PROFESSIONAL DEVELOPMENT FORM.

TYPE OF ACTIVITY: _____

SPECIFIC AREA REQUESTED and FACILITY RENTAL FEES DUE: (per day) \$ _____

_____ J2052 River Room	\$ 50.00	_____ I2033 Gymnasium	\$150.00
_____ H2111 Founders Room	\$ 25.00	_____ Classroom (as is)	no fee
_____ H2053 Cafeteria	\$150.00	_____ K-Observation Deck	\$ 50.00
_____ K or L Atrium	\$150.00	_____ Teleconference Setup Fee	\$ 25.00
_____ K--- Educational Center	\$150.00	_____ Cancellation Failure Fee	\$ 35.00
_____ Pavilion	no fee	_____ Spotlight Technician	\$15.00/hour
_____ Janitorial/Clean-up Fee *	\$15.00/hour	_____ Lighting Technician	\$15.00/hour
(*if required – billed separately)		_____ Sound Technician	\$15.00/hour
_____ H2090	\$ 25.00		

ROOM ARRANGEMENT

Banquet	Conference	U-Shape	Theater	Rectangle	Reception
					
Chairs on both sides	Chairs on one side facing podium	Chairs on outside of U or inside & outside of U	Chair Seats and Podium only	Chairs on both sides of tables facing podium	Chairs placed around tables

SPECIAL SETUP/EQUIPMENT REQUESTS:

- _____ Head Table (for _____ number of people)
- _____ Extra Table(s) (# _____ needed)
- _____ Table(s) for Food (# _____ needed)
- _____ Registration Table(s) (# _____ needed)
- _____ Gift/Cake/Display Table(s) (# _____ needed)
- _____ Chairs at tables marked above
- _____ Designated space for music
- _____ Extension Cord(s) (# _____ needed)
- _____ Stage (SCC Events Only)
- _____ Podium
- _____ Dance Floor (\$100 charge)

AUDIO/VISUAL EQUIPMENT:

- _____ P.A. System
- _____ Corded/Cordless Microphone (circle one)
- _____ Portable P.A. System
- _____ DVD / TV
- _____ Overhead Projector
- _____ Powerpoint Projector
- _____ LCD Projector w/ VCR
- _____ Portable Screen for Projection Units
- _____ VCR/TV
- _____ Flip Chart or Easel (Circle One or Both)
- _____ Slide Projector

AGREEMENT FOR USE OF COLLEGE FACILITIES

On behalf of _____, I agree to the following terms:
(organization or individual)

1. I have read and understand Shawnee Community College policy #8210 and agree to the conditions as set forth in the policy.
2. If the educational center is to be used, only qualified SCC personnel will be permitted to operate the stage lighting and sound reinforcement systems. Requests for a sound, lighting or spotlight technician will be made through the Executive Office at 634-3260.
3. If additional janitorial services are required to clean up after this activity, to pay for this service after the conclusion of the activity as billed by the college at a rate of \$15.00/hour.
4. If any damage to College property occurs as a result of this activity, to assume full financial responsibility for repair and/or replacement.
5. To notify the Executive Office, extension 3260 of any changes in the number of people attending or the cancellation of this activity, at least 48 hours in advance. Failure to do so may result in the loss of future privileges to reserve rooms at Shawnee Community College, and/or a charge of \$35.00.
6. If requested by the College, to name Shawnee Community College in all advertising and promotional notices for this activity/event.
7. If a classroom is used for this activity/event, to put the room furniture back in its original arrangement and pick up any litter left by the group. I understand that no food, candy, or drinks are allowed in classrooms or the educational center.
8. No dancing will be allowed without the use of a dance floor which can be rented from SCC.
9. The use of candles or other open flames while using the facility will not be allowed.
10. The organization and/or individuals requesting the use of school facilities accept full responsibility of the facility and equipment during its use; assume financial liability for any damage to the premises and equipment during its use; assume financial obligation of the service fees as stated; and waive all claims to liability of Community College District No. 531 for injuries or loss sustained while using facilities. Further, the organization and individuals agree to abide by the rules and regulations of the community college district and the direction of the community college employees engaged in supervision of the facilities.
11. **Payment of facility/technical fees are to be paid to *Shawnee Community College* with submission of this signed agreement. Facility will not be guaranteed to the user until full payment has been received.**

Signature for Organization or User _____

Date _____

Check/Money Order Enclosed \$ _____ Amount _____ Check/M.O. #

FACILITY POLICY -- 8210

Shawnee Community College will attempt to make its facilities available for use by individuals and community groups in the district when possible. The following policies will be used in regulating the use of the College facilities.

Guidelines to be used for request approval:

1. The order of priority of use of College facilities shall be:
 - a. College instructional purposes as regularly scheduled.
 - b. Non-regularly scheduled College learning activities.
 - c. Activities sponsored by the College.
 - d. Activities sponsored by College organizations (including regional, state, or national activities).
 - e. Activities sponsored by other non-profit educational or governmental institutions.
 - f. Activities sponsored by local non-educational, public community service agencies or organizations.
 - g. Activities sponsored by local non-educational, non-public community service agencies or organizations.
 - h. Activities sponsored by not-for-profit community groups.
 - i. Activities sponsored by for-profit community organizations.
 - j. Other activities.
2. The President of the College has final approval authority on facility requests.
3. A fee shall be assessed to cover the cost of required maintenance, custodial, and security services provided to organizations in categories F-J.
4. Requests to use the facilities shall be submitted to the President's Office or his/her designated representative.
5. All requests should be submitted to the College at least two (2) weeks in advance of the date requested. A completed facility use agreement must be signed by the authorized organizational representative and returned to the College at least one (1) week in advance of the event.
6. Special consideration will be given a request if the use requested is of an educational or community service nature.
7. If the activity for which the facilities are being requested could lead to a riot or civil disorder, divisiveness or undue controversy in the College community, the request shall be denied as determined by the President or his/her designee.
8. No activity shall violate any local, state, or federal laws.
9. College facilities may be used for religious meetings in accordance with applicable College policies and state laws not to exceed two requests per fiscal year per religious organization. (Fiscal Year = July 1, XXXX – June 30, XXXX)
10. No approval will be given for any activity that would advocate the violent overthrow of the government of the United States.

11. The group using the facility must adhere to the same policies governing the use of the facility as the students, faculty, and staff. This means that alcoholic beverages and illegal drugs will be neither sold nor consumed on the campus.
12. Shawnee Community College prohibits the use of tobacco and/or smoking type products inside college facilities (owned, leased, or occupied by Shawnee Community College), college vehicles, and on all college property. This includes the burning of any type of cigar, cigarette, pipe, use of electronic cigarette, or any other smoking mechanism and/or equipment. The use of smokeless/chewing tobacco or use of any type of smokeless tobacco is also prohibited.
13. All organizations and individuals using the facilities for events or activities will be required to provide a certificate of liability (\$1,000,000 blanket liability coverage) naming Shawnee Community College as additionally insured to cover perceived risks.
14. Any changes in the number of people attending or the cancellation of this activity must be made to the Executive Office, extension 3260, at least 48 hours in advance. Failure to do so may result in the loss of future privileges to reserve rooms at Shawnee Community College, and/or a charge of \$35.00.
15. No dancing will be allowed without the use of a dance floor which can be rented from SCC.
16. If requested by the College, to name Shawnee Community College in all advertising and promotional notices for the activity/event.

Special Facility Considerations:

1. Outdoor facilities may be open to use by the general public at all times when specific use is not being made of that facility by the College. Such use must conform to the general use for which the facility was constructed or maintained. The varsity baseball field, softball field, and pond are not for general use by the public.
2. There shall be no hunting, collection, destruction, or removal of wildlife, plant or animal life, on or from the campus of the College except during special student/staff activities with the written approval of the College President.

Catering Services:

1. Rentee/User hereby agrees that any third party that Rentee/User engages to provide catering services will be selected from the college's listing of approved caterers.
2. Caterer must be self sustaining in all aspects of catering as the college's kitchen facilities ARE NOT available for use.
3. Caterer must remove all catering supplies and clean serving area or Rentee/User may be charged an additional clean up fee.
4. All fire and safety regulations shall be strictly adhered to.
5. No alcoholic beverages are allowed to be supplied for Rentee/User by Caterer.
6. The use of candles will not be allowed by the Caterer.

7. Only food that is prepared, pre-packaged and food which may be stored at room temperatures, may be left unattended. Perishable food may not be left unattended at any time. The caterer must remain on the premises during the service of perishable food.

EDUCATIONAL CENTER

Specific Policies:

1. No food, drinks, or candy are permitted in the educational center.
2. Only qualified personnel may be permitted to operate the stage lighting and sound reinforcement systems. Requests for a sound, lighting or spotlight technician should be made through the office of the Educational Center Coordinator.
3. All stage lighting instruments are to remain on the lighting bar.
4. All props, scenery, costumes, etc. brought into the educational center for a production should be removed from the building immediately after the last show.
5. Sandbags or weights must be used to brace props.
6. Set construction: (a) painting should be done outside the stage area and drop cloths must be used. (b) sawing. Do as much sawing as possible outside. No power sawing allowed inside facility.
7. Sponsors and/or facility users are responsible for supervising children attending auditions, set construction, rehearsals, etc.
8. Ticket printing: (a) There are 492 fixed seats in the Educational Center. (b) Do not print more than 492 tickets.
9. No open flame is to be used. Depending on the nature of the activity, consideration for permission for usage of open flame may be granted by the President.
10. All scheduling of events for the Educational Center shall be scheduled no later than four (4) weeks prior to the event.
11. The College shall have priority for Educational Center usage.
12. The building usage policy of Shawnee Community College applies to the usage of this building, although an additional usage fee shall be assessed when special theatrical equipment is used.
13. The Humanities Department shall make every effort to schedule all major events (concerts, plays, etc.) no less than one (1) semester in advance of usage.
14. Any changes in the number of people attending or the cancellation of this activity must be made to the Executive Office, extension 3260, at least 48 hours in advance. Failure to do so may result in the loss of future privileges to reserve rooms at Shawnee Community College, and/or a charge of \$35.00.

Equipment Usage:

1. All equipment (power or otherwise) shall be turned off and locked when not in use.
2. College trained personnel shall operate special equipment used.
3. No unauthorized person shall handle lights, lift, batten, sound, or set construction equipment.
4. All tools shall be locked up and are the responsibility of the person or persons in charge.
5. Any alteration of the basic Educational Center setup shall be only by college personnel.
6. Whenever the sound setup in the Educational Center must be altered, a college audio/visual technician must be present prior to any alterations in the system.
7. The control booth must be kept locked when not in use and only authorized personnel will occupy the control booth.

General Guidelines:

1. A 24-hour period for clearing of the Educational Center area shall be adhered to for all events.
2. The Educational Center area shall be kept locked at all times with keys readily available for authorized personnel.
3. Flown scenery shall be changed only by college personnel and: only with person or persons in charge present; only in hard hats; only persons directly involved with counterbalancing shall be on stage.
4. Outside groups shall either satisfactorily clean the Educational Center area of debris or pay an equitable cleanup fee.
5. All fire and safety regulations shall be strictly adhered to.
6. The person or persons in charge shall be responsible for any damage to building or equipment.

The above statements of policy are to make the Educational Center available on fair and equitable basis and to provide the maximum safety and security for personnel and equipment while maintaining the facility in excellent condition.

FACILITY/TECHNICAL FEES

The following fees per use will be assessed to groups identified in items F-J above for room usage during the academic year and adjusted thereafter:

River Room (maximum seating 54 w/tables & chairs – 75 chairs only)	\$ 50.00
Founders Room (maximum seating 20)	\$ 25.00
H2090 (maximum seating 25)	\$ 25.00
Cafeteria	\$150.00
Educational Center (maximum seating 492)	\$150.00
Atrium (K Atrium or L Atrium)	\$150.00
Observation Deck	\$ 50.00
Gymnasium	\$150.00
Classrooms (maximum seating – varies up to 35)	no fee
Sound Technician	\$ 15.00 per hour
Lighting Technician	\$ 15.00 per hour
Spotlight Technician	\$ 15.00 per hour
Teleconference Setup Fee	\$ 25.00
Cancellation Failure Fee	\$ 35.00
Janitorial/Clean-up Fee (if required)	\$15.00 per hour
Dance Floor Rental	\$100.00
Pavilion	no fee

The Board of Trustees can at any time rescind the right of any group to use the facilities if the Board determines that it is in the best interest of the College to do so. All organizations and individuals using the facilities for events or activities will be required to provide a certificate of liability (\$1,000,000 blanket liability coverage) naming Shawnee Community College as additionally insured to cover perceived risks.