

USE OF COLLEGE FACILITIES

I Policies and Regulations Governing the Use of College Facilities

All Applications for the use of College facilities must be voted on by the District Board of Trustees. Therefore, all requested dates must fall before the Board Meeting. **Applications must be approved before the event occurs.** The District Board of Trustees meets the third Wednesday of every month, so the application should be received the **second Tuesday prior to the third Wednesday** in order to process it. The official form, "Application to the Board of Trustees for the Use of SJRCC Facilities" should be obtained from the Executive Vice President/General Counsel, Melissa C. Miller, or her Administrative Assistant, Susan Geoghagan, completed and returned to: St. Johns River Community College, Attention: Susan Geoghagan, 5001 St. Johns Avenue, Palatka, Florida 32177-3897 for official action.

The College is authorized to make available the use of college facilities for educational and cultural groups for meetings of interest to the College and the community. The College President is authorized to initiate internal policies for governing the use of all College facilities.

1. College Groups or Organizations

The College President, or his designated official, shall be authorized to make available the use of College facilities for educational meetings of interest to the College.

2. Non-College Groups or Organizations

Application for use of College facilities and equipment by non-college groups must be approved by the Board of Trustees.

3. Rearranging Facilities

Due to limited staff, the College will not rearrange or equip facilities, which are approved for outside groups.

II. Rental Fees

Rental fees shall be payable at the College business office. Checks should be made payable to St. Johns River Community College.

1. Fine Arts Auditorium

\$150.00 for civic or charitable organizations (per day or night-not to exceed 5 hours).
\$300.00 for commercial events (per day or night-not to exceed 5 hours; \$25.00 per hour beyond 5 hours). These hours include rehearsal requirements.

2. Gymnasium/Teaching Auditorium/Valhalla Hall/Teleconference Room

\$100.00 for civic or charitable organizations (per day or night-not to exceed 5 hours)
\$200.00 for commercial events (per day or night-not to exceed 5 hours; \$25.00 per

hour beyond 5 hours).

3. **Regular Classrooms**

\$50.00 for civic or charitable organizations. \$100.00 for commercial events (per day or night-not to exceed 5 hours; \$20.00 per hour beyond 5 hours)

1. If only house lights are needed, technical staff is not required.
2. If special lighting and/or sound system is desired, Florida School of the Arts must be contacted to see if technical staff will be available.
 1. Lighting. The desired special effects in lighting shall be presented in detail in advance.
 2. Sound. Will not include recording or the use of any equipment not normally a part of the sound system.
 3. Pianos. Are not included in the hourly rental fee.
3. Technical staff will be paid at any hourly rate determined by the Dean of the Florida School of the Arts and President of the College. These fees are payable to the Technical staff.
4. The balconies in the Auditorium are not for general public use.
5. Smoking, food, or drink will not be allowed inside the lobby or the Auditorium. The patio may be used for this purpose.
6. Dressing room facilities are limited.
7. The renter/user will control and monitor the seating capacity. No chairs will be installed in the aisles.

NOTE: Rental fees are subject to 6% Florida Sales Tax.

III. Insurance Fees

Depending on the type of activity, an insurance fee (Facilities Use/Special Events Liability Fee) will be assessed. (There is no tax charged to the insurance fee.) **A group is exempted from the insurance fee if it has its own coverage and submits a “Certificate of Insurance” listing SJRCC as additional insured with \$1,000,000 coverage per incident.**

IV. General Regulations

1. If a custodian is required by the nature of the event, prior to or after the event, as deemed necessary by the College, the College shall bill the renter/user. The charge shall meet the rate of the employee’s normal hourly wage, plus overtime. **The charges for custodial are \$18.00 an hour.**
2. For any damages, abuse beyond normal wear, there shall be a charge assessed, based upon either the actual value or replacement cost, whichever represent the lesser cost.
3. There shall be no intoxicants or narcotics used in or about the College building and premises, nor shall profane language, gambling, etc., be permitted.
4. All permits shall be for specific rooms and specific hours. It shall be the responsibility of the organization to see that the unauthorized portion of the building is not molested and that the premises are vacated as scheduled.

5. All fire and safety regulations must be observed, and the organization using the facility must assume responsibility for any liability, which might arise through injury or damage to persons or property due to carelessness or negligence.
6. Use of College equipment such as televisions, vcrs, overhead projectors, stage props, pianos, etc., will be permitted only upon evidence by the applicant that such equipment is operated only by competent and trained people. (There may be a charge assessed.)
7. Security officer(s) shall be secured at the expense of the renting organization.
Security charges \$12.35 an hour for one officer.
8. A Security Officer or a member of the College staff should be present at all events held on campus.