

Sandhills Community College Application for Facility Usage

The College reserves the right to override previously scheduled, approved events to continue the mission of the College and its educational purposes. Publicity for special events must be approved by the marketing department of the College and should include the official logo. Publicity should be limited and include a contingency plan in the event of a necessary change or override by College officials. Please make sure you have read and understand the College policy regarding facility use at www.sandhills.edu.

REQUEST IS HEREBY MADE BY:

Name of Contact:	Date(s) of Event:
Name of Organization (Lessee):	Time(s) of Event:
Contact Email Address:	Contact Phone Number:

Name of Event:

Certificate of Insurance Attached: Yes No Date Provided: _____
 Fee Paid: \$ _____ Received: _____

TERMS OF AGREEMENT FOR FACILITY USAGE:

1. All activities must have appropriate adult supervision. The Lessee agrees and will be responsible for any damages to the building done by Lessee, his agents, assigns or participants in any activity sponsored, controlled, organized by Lessee or for activities over which he has control and for which purpose the space was leased. Facilities must be left in the same working order in which they were found and all furniture must be returned to its proper location. Infractions may result in Lessee being denied future requests.
2. The Lessee will save and hold harmless Sandhills Community College from all claims, including defense and other costs, for any incident or occurrence which causes bodily injury or property damage including death arising out of the Lessee's use and or occupancy of the leased premises.
3. Lessee will carry, at his own expense, a policy of General Liability insurance in amounts no less than \$300,000 for bodily injury and \$100,000 property damage. A certificate of insurance naming Sandhills Community College as an additional insured verifying coverages to be supplied and in the hands of Sandhills Community College at the time the application is submitted.
4. Lessee's supplies and materials used in conjunction with event must be removed at the conclusion of the event. Those items not removed shall be disposed of by Sandhills Community College. Sandhills Community College will assume no responsibility for these items before, during, or after the event.
5. The use of pyrotechnics, open flames, and fogging equipments strictly prohibited.
6. A mutual waiver of subrogation agreement is made as part of this Agreement as follows: Both the Lessee and Sandhills Community College do hereby mutually agree that to the extent permitted by the insurance of each party, each waives rights of subrogation against each other for damage caused by fire or other casualty covered by insurance to the extent that insurance pays the claims made.
7. The Lessee agrees that its use will be orderly and that all laws of North Carolina and all policies of Sandhills Community College will be fully complied with. These include, but are not limited to:
 - a. No weapons on campus.
 - b. No drugs or controlled substances on campus.
 - c. No alcoholic beverages will be sold or consumed on campus.
 - d. The use of tobacco substances is not allowed on campus except in designated areas.
8. The Lessee may not assign this Agreement or sublet any part of said premises. No (is) Tj 0 o yw 1.0.009 Tc 0.009 Tw 0.196 0 Td [w

FACILITY USAGE POLICY

Permission may be granted for the use of college facilities and grounds by non-profit groups and organizations when the requested use is for **meetings and activities of an educational, cultural, or service nature** and when space is available. Organizations wishing to use college facilities and grounds must submit an Application for Facility Usage. Facility requests are not in force until signed by the Lessee, accepted and signed by the Executive Vice President and applicable rental fees are collected. The College will work with non-profit and formalized community groups such as governmental agencies and community service organizations for non-regular meetings, seminars, etc. on a case-by-case basis. **However, the College cannot accommodate banquet-style events, fundraisers, or for-profit ventures. Events involving setups and cleanups are subject to custodial/security fees.**

HOURS:

Mon-Thur: 8:00am to 10:00pm

Friday: 8:00am to 9:00pm

Saturday: 8:00am to 6:00pm

Sunday: CLOSED