

Application for Facility Usage

Please complete the application below. A completed application and non-refundable deposit must be received by VGCC to confirm reservation of the facility. The balance of all fees must be received at least 14 days prior to the event. *(Please see Facility Use Fee Schedule and Facilities Usage Policies and Procedures for more details.)* In addition, please plan to schedule an appointment to meet with the facilities coordinator or the civic center technician to discuss the layout for your event at least one month prior to your event. For more information, please contact the facilities coordinator at (252) 738-3416.

Name of Applicant: _____

Name of Organization (if applicable): _____

Type of Organization: For Profit _____ Non-Profit* _____ Government _____

**Please provide a copy of your organization's IRS determination letter or confirm that your organization is listed on the IRS's Exempt Organization List.*

E-mail Address: _____

Mailing Address: _____

Telephone: Day _____ Evening _____

Facility Requested: *Please circle room(s) needed.*

- | | | | | |
|--------------------|-----------------------------|------------------------------|-------------------------------------|---------|
| Building 9: | Civic Center Auditorium | Seminar Room 1 | Seminar Room 2 | Kitchen |
| Building 2: | Small Auditorium | Gazebo | Student Lounge | |
| Building 8: | Conference Room | | | |
| Other: | Classrooms | Computer Labs | V-Net Rooms | |
| | Seminar Room (South Campus) | Seminar Room (Warren Campus) | Multipurpose Room (Franklin Campus) | |

Date(s) of Use: _____

Hours of Use Per Day: Setting Up Start Time: _____ Taking Down Ending Time: _____

Actual Start Time of Event: _____ Actual Ending Time of Event: _____

Purpose of rental: _____

Number of persons attending event: _____ **Wi-fi Needed?:** _____

Equipment Needs: *Equipment, other than tables and chairs, is available in Civic Center only.*

Tables: Round (72" in diameter) _____ Rectangle (6') _____ **Chairs:** _____

Concert Style Seating for (#): _____ **Head Table to Seat (#):** _____

Piano _____ **Podium** _____ **PA System** *(Only for making announcements)* _____

Audio Visual Equipment *(projector, laptop, screen, & microphone):* _____

Stage: *(Please describe what will be on the stage so that the facilities staff may determine the size needed for your event.)*

Other Equipment Needed: _____

The undersigned certifies that he/she is familiar with VGCC's policies and procedures as stated on accompanying pages, and that these shall be enforced as well as honored by the college. The undersigned further certifies that he/she is the authorized representative to act for and accept responsibility for the use of the facility and acknowledges that VGCC is not responsible for loss or damage to renter's property.

Signature: _____ **Date:** _____

Facility Use Fee Schedule

BASE FEES: Base fees are for rental of the space for six (6) hours or less. Additional time may be purchased at the rate of \$25 per hour per event no less than 14 days in advance of the event. Space may be rented Monday through Saturday between the hours of 8:00 a.m. and 11:00 p.m.

Facility	Standard Fee	Non-Profit Fee	Government Fee	Non-refundable Deposit	Approximate Capacity
Civic Center Auditorium* (Bldg. 9)	\$1025	\$500	\$200	\$100	900 (concert style seating) 500 (banquet style seating)
Civic Center Kitchen (Bldg. 9)	\$100	\$100	\$100	\$50	
Seminar Room 1 (Bldg. 9, Civic Center)	\$125	No Charge	No Charge		60 (chairs only) 45 (tables and chairs)
Seminar Room 2 (Bldg. 9, Civic Center)	\$125	No Charge	No Charge		36
Small Auditorium (Bldg. 2)	\$150	No Charge	No Charge	\$50	100
Student Lounge* (Bldg. 2)	\$150	No Charge	No Charge	\$50	100
Conference Room (Bldg. 8)	\$125	No Charge	No Charge		35
Classrooms/Computer Labs/ V-Net Rooms [£]	\$125	No Charge	No Charge		30
Gazebo	\$150	No Charge	No Charge	\$50	200
Seminar Room - South Campus* [£]	\$150	\$75	No Charge		75
Seminar Room - Warren Campus* [£]	\$150	\$75	No Charge		110
Multipurpose Room - Franklin Campus*	\$150	\$75	No Charge		260
Additional Charges:					
Big Stage Setup	\$200	\$200	\$200		
Saturday Premium	\$200	\$200	\$200		
Cleaning Fee if food is served (Seminar Rooms)	\$25	\$25	No Charge		
Cleaning Fee if food is served (Civic Center)	\$150	\$150	\$150		
Per Hour Rate Over 6 Hours of Use	\$25	\$25	No Charge		
Building 9 First Floor Dressing Rooms/Lobby (Per Hour)	\$25	\$25	No Charge		
Seminar Room Rental when renting Civic Center	\$60	\$60	\$60		
Audio Visual Equipment w/1 Hour of Support (includes projector, laptop, screen, & microphone)	\$200	\$200	No Charge		
Additional Audio Visual Support (Per Hour)	\$50	\$50	\$50		
Security Fee if 300 or more event attendees (Per Hour)	\$25	\$25	\$25		

Included in the rental fee is set-up of tables, chairs, small stage, podium, etc. and clean up before and after the event. The college does not provide decorations or linens.

*One-half of the base fee will be charged for rehearsals in the following facilities: Civic Center Auditorium, Seminar Room - South Campus, Multipurpose Room - Franklin Campus, Seminar Room - Warren, and Student Lounge

[£] Locations are not available on Saturdays.

Satellite Campuses: If requests are received for public use of facilities at any of the Satellite campuses, the request will be forwarded to the Dean of that campus.

Facility Usage Policies and Procedures

1. **THE POSSESSION AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES ON VANCE-GRANVILLE COMMUNITY COLLEGE PROPERTY IS PROHIBITED.**
2. **USE OF TOBACCO PRODUCTS IS PROHIBITED ON VANCE-GRANVILLE COMMUNITY COLLEGE PROPERTY.**
3. All reservations are made on a first-come, first-served basis which must be accompanied by a completed application and non-refundable deposit. Currently, reservations cannot be made more than one year in advance. A non-refundable deposit is required for all Civic Center Auditorium, Gazebo, Small Auditorium, Student Lounge, and Kitchen rentals. The balance of the fees must be paid at least two weeks (14 days) prior to the event. All pre-payments, less the deposit, are refundable if cancellation is made greater than 30 days prior to the event. **Mail payments made out to VGCC to PO Box 917, Henderson, NC 27536. Payments may be made by phone. Please contact the facilities coordinator for more details.**
4. College facilities available for public use may be rented from 8:00 a.m. until 11:00 p.m. Monday through Saturday. Billing will be based on the hours indicated on your application for facility usage. Please note that rental time includes setup and cleanup time.
5. Renters must plan to schedule an appointment to meet with the facilities coordinator or the civic center technician to discuss the layout of the event at least one month prior to your event. VGCC will only provide one setup per event.
6. Groups using college facilities must accept responsibility for the condition of the facility, furniture, and equipment while in use. Any decoration or sign that is attached to walls or college property must be approved in advance. Duct tape may not be used on any surface.
7. **Use of open flame is prohibited. Also, use of fog machines, smoke machines, and haze machines are prohibited.**
8. In renting or making available for use any college property, neither the college president, the Board of Trustees, nor any college personnel assume any responsibility for loss or damage to any property placed on the premises by the user or participants, nor personal injury which may occur during the use of the facility. All property belonging to the user must be removed from the facility immediately following the rental period. All trash should be placed in the trash cans provided. The college assumes no responsibility for items left on the premises by the user that may be lost, stolen, or damaged. Occupancy beyond posted capacity is prohibited. User is responsible for fire code compliance.
9. Depending on the size and nature of the event, the college may require that a certificate of insurance be presented at least seven days prior to the event.
10. All youth groups, 21 years of age or under, must have approved chaperones, one of whom must come to the college and sign a statement which assumes responsibility for conduct and damages.
11. For use of VGCC-owned audio and lighting equipment the following must be observed: The college will only provide one wireless microphone per event. The college-owned PA system will only be available for making announcements. The college-owned light board and sound board may not be used by anyone other than VGCC employees.
12. The college-owned Genie lift is not available for use for rental events.
13. Only VGCC employees may access the ladder and area containing the spotlight. In addition, the spotlight is not available for use for rental events.
14. Food and beverages may be consumed in specified areas only. Cooking is allowed only in the Civic Center kitchen. Grills **ARE NOT** allowed on the loading dock. Please contact the facilities staff for the approved location for grilling.
15. If the college is officially closed due to weather or other issues, events scheduled for that date will be canceled. The user has the option to reschedule the event on an available date or receive a full refund of payment.
16. Public use of the college facilities will be at the discretion of the college president. The college reserves the right to deny usage which interferes with the normal operation of the college activities or which, in the opinion of the college administration, is not in keeping with college philosophy.

Computer and Network User Policy

GENERAL USE POLICY

1. Campus-wide access to computing facilities is restricted to Vance-Granville Community College faculty, staff, and active students. In addition, access to Internet operations is restricted to faculty, staff, active curriculum students possessing a valid student identification card, active extension or special students requiring access by nature of the course requirements or by an instructor's written permission. Authorized users may use College computing facilities, including transmissions over and through the College network, for research and scholarly or educational purposes, and for official college business, so long as such use does not:
 - Violate any law or College policy,
 - Involve significant use of College resources, direct costs, or substantial interference with the performance of College duties, and work, or
 - Result in commercial gain or profit.
2. No user shall disclose an account password or share an account with another person. Instructors will not share their accounts with students, workstudy students, or temporary help of any kind. It is the responsibility of the user to protect the account from unauthorized use by changing the account password periodically and using passwords that are not easily guessed.
3. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden.
4. Transferring copyrighted materials to or from any system or via the College network without express consent of the copyright owner is prohibited and may be a violation of Federal and State Law.
5. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network as well as external entities is forbidden. This includes electronic "chain letters."

**For additional VGCC Computer and Network User policies,
please go to www.vgcc.edu/oit/computer-and-network-user-policy**