



## **COVID-19 Disclaimer –**

*BC3 Event Management is pleased to schedule events as requested. Although it is BC3's intention to support all meetings and events, restrictions and guidelines resulting from COVID-19 may be in place at that time and affect the manner in which an event can be held and supported by our staff. In the weeks leading up to your event, correspondence and updates will be provided by Event Management. Our hope is to operate in our 'normal' manner but please be prepared to adjust to any applicable regulations or guidelines that may be in place at the time of your scheduled event. Thank you for your patience and understanding.*



## Application & Agreement for Use of College Facilities

### Contact Information

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Dates Needed: \_\_\_\_\_

Time Needed: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

### Facility Information

*\*To check, double click square and select Checked*

Check all that apply:

- Profit                       Nonprofit                       Public Event                       Private Event

Facilities Needed:

- Founders Hall                       Student Union                       Succop Theater                       AK Steel Lobby
- Field House                       Public Safety                       Grounds                       Classroom

Additional Requests:

- Registration Table     Vendor Tables (#\_\_\_\_)     Stage                       Microphone
- Tables & Chairs                       Coffee/Tea Set Up                       AV Set Up                       Laptop
- Custodial                       Campus Police                       Other \_\_\_\_\_

Will your organization be bringing signage to direct your participants to your event location?

- Yes                                               No

Will your organization charge admission, or solicit funds in any way at this event?

- Yes                                               No

Will food be served? (If yes, provide caterer name and their arrival time in event description)

- Yes                                               No

*\*Not permitted in Theater or Field House. Please coordinate with Event Management Staff before making any arrangements.*

Can BC3 list your event on our Public Calendar of Events?

- Yes                                               No

**Time Line**

<b>Date</b>					
<b>Time for Facility Preparation</b>					
<b>Time Doors Open</b>					
<b>Time Event Ends</b>					
<b>Time Building/Room is vacated</b>					

Please provide a brief description of your event (purpose, intended audience, caterer to be used, etc...)

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**\*Rental Fees will be determined by the Director of Event Management based upon the facilities used, duration of activity, time of day, campus services available, number of participants, and numerous other factors. Estimates of costs will be calculated and agreed upon before any final application is signed.**

**\*Please read the following procedures changes and updates to the Condition of Agreement to Rent Facilities at Butler County Community College for information about providing Insurance. Insurance is required for event rentals (Section C.)**

**\*BC3 Event Management no longer provides and coordinates catering. If you wish to have your meeting or event catered – all food and beverage items must be individually wrapped or bottled. Refer to the In-Person Event Guidelines.**

**\*We have a list of preferred caterers that work with the college.**

- CRH Catering - (412) 687-2121 (On-Site Caterer)
- Monroe Hotel - (724) 287-5529
- LeFevre's Catering - (724) 352-3180
- Fairground Market - (724) 865-9523
- Stephen's Kitchen & Catering (formerly Porky's Smokehouse) - (724) 586-2924



## **Conditions of Agreement to Rent Facilities at Butler County Community College**

Please read carefully before signing:

The College will provide the use of College facilities to external parties when permission has been requested in writing and has been approved according to the following guidelines.

No College facility will be made available for use of external parties if its use would interfere with the use by the College or by a College related event or if its purpose as an organization violates the College's nondiscriminatory policy.

Any use of College facilities shall be in an orderly manner and shall not disturb other persons using College facilities. The applicant shall be responsible for the conduct of persons attending such meeting and for the keeping College property in good condition. The College reserves the rights to reject any or all requests for such use of College facilities and terminate such use at any time upon failure to comply fully with the following regulations.

### **A. Scheduling**

- a. External parties may schedule College facilities under the conditions outlined.
- b. The College reserves the right to cancel this agreement at any time.
- c. College facilities are to be used only for the specific group and functions stated on this application.
- d. If the scheduled event is canceled by the requesting party, the College must receive notification not less than fourteen (14) days of event to receive a full refund of any monetary deposits. No refunds will be made within thirteen (13) days of event.
- e. If the College is closed due to inclement weather or campus emergency, the facility will be canceled and deposit refunded.

### **B. Facilities and Equipment Set Up**

- a. All presentation equipment will be under the direct control and supervision of a College employee.
- b. Rental Parties are required to provide assistance for additional set up of their presentation (Stage, performance, speaker, etc.). Such help will be under the direct supervision of College employee.
- c. Information of all presentation settings must be provided to Event Management staff 72 hours prior to event.

### **C. Parking and Campus Police**

- a. Parking facilities are provided at the College. All BC3 parking regulations shall be observed.
- b. For large events, additional assistance will be hired to direct parking and will be added to event fees.
- c. When necessary, participants will be required to show a temporary parking pass visible through the front windshield of their vehicle. With approval from the Director of Campus Police and Security for larger events people, police will be made aware of event so that temporary passes are not necessary.

- d. The College reserves the right to provide police protection and coverage whenever groups are using facilities when the College feels necessary. The cost of providing police officers shall be paid by the group requesting use of facilities.
- e. No other security will be hired or arranged for an event on College property unless expressly permitted by, and under the authority of, the Director of Campus Police and Security.

#### D. Conditions of Use

- a. Priority of Use (in order from highest to lowest):
  - i. Instruction – credit
  - ii. Instruction – non-credit
  - iii. College sponsored events
    - 1. Student groups, alumni groups, internal staff
  - iv. External parties from the community
- b. There will be a College representative on duty at all times when College facilities are in use.
- c. Conduct detrimental to the public interest or abuse of BC3 facilities are not permitted. It shall be the duty of the organization sponsor to enforce this regulation
- d. It is the responsibility of the sponsoring organization to leave the premises clean and in good repair. Any damage, litter, or ill-conduct will result in additional charges as determined by College staff.
- e. The signed sponsor will be responsible for conduct and responsible use of equipment and facilities.
- f. If an admissions fee is to be charged by any applicant, the application shall so say.
- g. No smoking, all tobacco and tobacco-related products, including, electronic cigarettes, alcohol, weapons, or illegal drugs are permitted on any College property. This includes all areas inside and outside.
- h. Gambling, the use of alcoholic beverages without authorization, the illegal use of controlled substances and the unauthorized possession or use of lethal weapons in the building or on the grounds are absolutely prohibited.
- i. No food or beverages are permitted inside the Succop Theater or Field House.

#### E. Rental Fees

- a. The Director of Special Events and Grants shall establish and maintain a schedule of charges for the use of College Facilities. The fee schedule will be reviewed and established by the President's Cabinet.
- b. Rent is charged for all non-College groups according to fees established by the Event Management Department. The Administration reserves the right to modify fees at its discretion without prior notice.
- c. Rental fees cover facilities, utilities, and personnel provided by the College during normal operating hours.
- d. The College President, or designee, shall develop procedures for granting any waiver of fees when waiver is in the best interest of the College.



F. Facility Rental Schedule of Cost

a. Facility

- Classroom \$75.00 – 125.00
- Computer Lab \$125.00
- Specialized Classroom \$125.00
- Founders Hall \$600.00
- Student Union \$125.00
- Succop Theater \$600.00
- AK Steel Lobby \$125.00
- Field House \$50/hour
- Grounds\* Subject to request

b. Fees quoted above include standard set up charges. Any additional charges will be identified prior to completion of the facility reservation agreement.

c. All groups are responsible for paying all special service charges as may be required. These costs may include any or all of the following if service is required outside the regularly scheduled operating hours of the College:

- AV Tech Support \$20/hour
- Custodial Support \$30/hour
- Maintenance Support \$40/hour
- Campus Police \$30/hour

G. Additional fees will be charged for special equipment, and any damage after the event.

H. Food Service

- a. Renters are responsible for coordinating their own catering services.
- b. If using catering services, coordinate times that caterers will arrive on BC3 campus.
- c. Please use one of the College's preferred catering providers;
  - i. CRH Catering - (412) 687-2121 (On-site Caterer)
  - ii. Fairground Market - (724) 865-9523
  - iii. Monroe Hotel - (724) 287-5529
  - iv. LeFevre's Catering - (724) 352-3180

I. Insurance

- a. All external groups to the College must provide a bodily injury liability insurance with minimal amounts of \$1,000,000/person, \$3,000,000/accident, and damage liability of \$1,000,000.
- b. A certificate of insurance must be attached to this form. No request will be fully processed or approved until proof of insurance is received.
- c. Proof of insurance is required for all external groups. No commitment to facility reservation will be honored until such proof is submitted.

J. Release and Indemnification

- a. By executing this agreement, applicant does hereby agree to release and discharge Butler County Community College, its trustees, officers, agents, and employees from any suit, claim, or cause of action arising from applicant's use of the College facilities. The undersigned further agrees that the Sponsor shall indemnify and save Butler County Community College harmless from any suit, claim, or cause of action, including attorney's fees incurred by Butler County Community College in the defense of any claim arising from the applicant's use of College facilities.



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**Authorization Signature:**

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*Organization Representative*

*Date*

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*Hospitality Coordinator*

*Date*

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*Director of Special Events*

*Date*