

Use of State Owned Facilities

POLICY

The Coosa Valley Technical College Board encourages the use of the college's facilities for the benefit of the surrounding communities. Since the Board is vested with the responsibility for the care and custody of the property, the best interest of the institution shall prevail in controlling the use of its facilities.

Coosa Valley Technical College participates in civic and community functions and activities and promotes community participation in college functions and activities.

Coosa Valley Technical College's facilities are available for community and civic functions, which promote the interests of the College and foster the image of the College in the community.

Coosa Valley Technical College's facilities are available for functions related to education, business, industry, health, and economic development.

Appropriate charges may be assessed for the use of the facilities in order to cover costs incurred as well as amortization of equipment.

If an organization desiring to use the facility has commercial general liability insurance, a certificate of insurance should be requested from the insurance carrier and the organization should sign a Hold Harmless Agreement. If an organization has no Commercial General Liability Insurance Policy, a Hold Harmless Agreement is required.

All decisions regarding the use of the facility shall rest with the College President.

FACILITY FEES INCLUDE:

- Utilization of the approved facility space
- College equipment
- Normal utility expense
- Use of the following auxiliary facilities:
 - Restrooms
 - Vending Area
 - On-Campus Parking
- Janitorial/custodial fee (except if on a day when CVTC is closed)

PROCEDURES

The institution, upon receiving a request to use college facilities, shall provide the requesting entity with a Request to Use Facilities Form and a copy of a Hold Harmless Agreement Form.

The Request for Use Facilities Form shall be completed by the requesting entity and submitted to the college at least 30 days prior to the date of desired use. The request must be signed by a representative of the using entity who is legally authorized to obligate the entity.

The Request for Use Facilities Form must be accompanied by a copy of the entity's Commercial General Liability Insurance Certification and/or a properly executed Hold Harmless Agreement Form.

Upon receipt of the completed request form, and proof of insurance and/or Hold Harmless Agreement Form, the college will notify the requesting entity of the decision to allow or disallow the use of the facilities requested.

Facilities will not be obligated until the completed Request for Use Facilities Form, proof of insurance certificate, and/or Hold Harmless Agreement Form is returned to the institution.

Once the request is approved, the requesting entity will be contacted if additional information is needed. An agreement and an invoice will be sent to the user. The total fee must be paid two weeks prior to the event. However, the fee is a projected fee based on the user's stated needs at the time of contract negotiation. The actual fee is based on the expense incurred. If the actual fee is greater than the projected fee, the additional amount will be billed to the user. If the actual fee is less than the projected fee, the difference will be refunded.

REGULATIONS

- Coosa Valley Technical College personnel are not responsible for service for any time period other than that stipulated by the contract and that access is not provided for times other than the time period specified by the contract.
- Events shall be held only during Coosa Valley Technical College's working hours, unless prior approval is received from the college president concerning special circumstances.
- Media equipment is to be furnished and operated by the user of the facility not by Coosa Valley Technical College's faculty and staff unless prior arrangements were made at the time the Facility Use Contract was executed.
- Users shall not conduct any chemical, open flame or weapons training/demonstrations without the express knowledge and approval of Coosa Valley Technical College.
- Users shall not forward any event materials or parcels to any Coosa Valley Technical College campus prior to facilities usage date.
- Coosa Valley Technical College will not be responsible for furnishing supplies when refreshments are served.
- Smoking is not permitted within the building and only in designated smoking areas outside the building.
- Neither alcoholic beverages, nor illegal substances will be allowed on the premises.
- All litter is to be placed in proper receptacles.
- Unless specified in the utilization agreement, users are not authorized to enter the administrative or instructional wings of the building.

- Dogs and other animals, except seeing eye dogs, other guide dogs, and animals used to guide or assist handicapped persons, shall not be brought upon Coosa Valley Technical College property for other than official purposes.
- Paved parking lots are provided by Coosa Valley Technical College. Parking on non-paved areas is not permitted.
- Users shall not advertise any performance or the appearance of any performer or meeting prior to the signing of the agreement, or until agreements between all parties involved have been properly executed and exhibited to the staff of Coosa Valley Technical College.
- The use of the technical college name and logo are prohibited unless prior approval is received from the college president.
- Small children should not be left unattended.
- User shall not unlock any doors without the Facilities Usage Coordinator's permission. If for any reason, equipment or merchandise is stolen due to the user tampering with, taping locks, or propping doors open, Coosa Valley Technical College will charge the user for stolen merchandise.
- Any damaged, broken, or removed property of Coosa Valley Technical College is the responsibility of the user and shall be paid for or replaced.
- In the event of inclement weather, or other unforeseen circumstances that shall result in campus closure, or if the intended event shall be made impossible or impractical due to causes not within the control of Coosa Valley Technical College to perform its obligations hereunder, this contract shall stand canceled and CVTC shall not be liable to User for any damages as a result of such cancellations.

FEE SCHEDULE

<u>Facility Area</u>	<u>Location of Facility</u>	<u>Usage Fee*</u>
Computer Lab (20 computers)	FCC, GCC, PCC, BEC	\$400
Classroom/Lecture Room	FCC, GCC, PCC, BEC	\$250
Conference Room	FCC, GCC, PCC, BEC	\$250
Auditorium	FCC, GCC, PCC	\$400
Conference Center – Room A	Floyd County Campus	\$300
Conference Center – Room B or C	Floyd County Campus	\$250
Conference Center – Rooms B and C	Floyd County Campus	\$400
Conference Center – Rooms, A, B, and C	Floyd County Campus	\$600
Economic Development Business Center	Polk County Campus	\$400

**Usage limit not to exceed 8 hours*

FCC – Floyd County Campus, Rome
 GCC – Gordon County Campus, Calhoun
 PCC – Polk County Campus, Rockmart

Additional Fees May Include:

- **Technical Support** - A fee of \$30 per hour will be charged to the sponsoring organization if Coosa Valley Technical College personnel are required to load computer software that will be used for training. This fee will also include the time involved for unloading the software from the CVTC computers after the training session is complete.
- **AV Usage Support** - A fee of \$25 per hour will be charged to the sponsoring organization if Coosa Valley Technical College personnel are required to setup and operate video/sound equipment.

All options and related fees must be specified in the Facility Usage Contract.

STATE OF GEORGIA
COOSA VALLEY TECHNICAL COLLEGE

HOLD HARMLESS AGREEMENT

_____ (Hereinafter referred to as "Organization") is utilizing Coosa Valley Technical College's facility with the express understanding that Coosa Valley Technical College assumes no responsibility whatsoever for Organizations claim(s) for personal injury, loss of life, theft, damages, or otherwise, arising out of Organization's use of said facility. Organization waives, releases, and agrees to indemnify and hold harmless Coosa Valley Technical College and its respective officers, employees, and agents from all liabilities, and the cost and expense of defending all claims of liability, arising out of Organization's use of said facility.

ORGANIZATION

SIGNED: _____
(Person authorized to legally obligate the requesting entity)

WITNESS: _____

DATE: _____

COOSA VALLEY TECHNICAL COLLEGE

SIGNED: _____

WITNESS: _____

DATE: _____