

Hinds Community College facilities exist for the purpose of meeting the educational needs of citizens of its service area and are intended for such use. Hinds Community College offers a wide range of credit curricula and non-credit extension courses. The facilities and grounds that comprise Hinds Community College are to be utilized to facilitate these programs. In addition, Hinds Community College may make its buildings and grounds available upon reasonable condition for the periodic use of government agencies, organizations, and individuals of the community, provided the activities involved in such use are in furtherance of the educational purposes of the College or are in promotion of the cultural and educational welfare of the community and provided that the activity does not compete with any class that is offered or could be offered by the College.

There is a **fee schedule** and procedures in place to determine the fee, if any, that is associated with the use of Hinds Community College facilities by various groups. **The President or his designee must approve any exception to the facility use policy or established fees.** The President has the authority to approve or deny the use of college facilities.

**General Policies Governing Uses of College Facilities**

- a. The educational program has priority in the use of college facilities at all times. No activity will be scheduled for a use, which interferes with the college instructional programs or activities.
- b. Organizations wishing to rent facilities must provide 501(c)(3) non-profit status.
- c. The use of any college property shall be under the direction of an authorized member of the College staff. Facility use contracts shall be issued for all non-college functions.
- d. Applications for use of facilities should be submitted to the Facility Use Office at least 7 calendar days in advance of the proposed use. All student clubs and organizations will schedule the use of college facilities by filing application form in the office of the Facility Use Coordinator.
- e. Keys to the college buildings shall be assigned only to facility use employees and only such employees shall open buildings.
- f. Tobacco use is NOT permitted. College buildings are non-smoking facilities. Drinking or possession of alcohol and/or unauthorized controlled substances on college premises is prohibited.
- g. No guns are allowed on campus.
- h. Responsible adults provided by the sponsoring organizations must adequately supervise youth or children’s groups.
- i. College furniture, and/or equipment shall not be removed, altered, re-arranged, or displaced without permission from an authorized college employee. Room layout needs should be requested on an application form. Any additional changes should be made 24 hours prior to the event. Any changes in setup during the event may result in additional charges.
- j. The loan or use of chairs and tables or any equipment that will be transported off the campus is disapproved. In exceptional community need, the President will consider a specific request.
- k. Damage to Hinds Community College Facilities- User shall be responsible for the payment of any and all damages to the building, furnishings, fixtures or equipment whether caused by User or his patrons; normal wear and tear

excluded. Nothing shall be affixed to any walls, curtains, seating, or other surfaces in any building without the express written permission of the college. Damage to the premises shall be at the expense of the User. No glitter is to be used unless prior approval is obtained through the Facility Use office. No dancing is allowed unless prior approval is obtained through the Facility Use office. In the event a piece of equipment is broken or does not function properly, notify the Facility Usage Director or Designee.

- l. If after the facility usage extra cleaning is required due to nature of said event, cleaning fee shall be added to Renter(s) within 3 business days. If fee is not paid, said renter(s) may lose ability to rent facilities from Hinds Community College. All garbage must be placed in designated area(s) after event is over, if failure to properly dispose of garbage, renter(s) may lose ability to rent facilities from Hinds Community College.
- m. Authorization shall be given for entrance to specific areas and use of specific facilities within a building.

- n. Contracts for use of any college facility shall be revoked when the use interferes with regular college use, when facilities are misused, or when the foregoing rules are violated. **Future use shall not be considered for organizations that have misused facilities.**
- o. Once a room is reserved, it cannot be transferred to another party. Hinds Community College must be contacted to cancel the event and request the room for another function. Failure to do this may forfeit the room.
- p. The College may require proof of general liability coverage with limits of liability of no less than \$500,000 per occurrence.
- q. Organizations using college facilities and planning for catering service need to contact the Facilities Usage to inform the intent. The contract for providing catering services is between the user of the facility and the caterer. Absolutely no outside food or beverage allowed without prior approval from the Facility Usage Director or designate.
- r. User is responsible for obtaining written proof of permission from the rights

holder. Such proof shall be provided to Facility Coordinator with the user original secured in user's possession during the event. Without this written proof of permission/ Public Performance Rights, user will be barred from performing that piece during event.

- s. Advertising – User shall not advertise use of a College facility for User's event until a contract has been properly executed by the Facility Use Coordinator or the appropriate College Official.
- t. The College reserves the right to request that fees be paid in advance for use of facilities. Generally, payment will be due within 30 days of event.
- u. Technical Requirements – The Application Form should include all technical requirements, plans, ideas, and program content pertaining to the event. Any additional items needed must be ordered at least 5 working days in advance. Any changes in set up during function may result in additional charges. All equipment brought in by the User will be inspected to ensure safety and Hinds Community College will have the final approval and

- authority for the use of such equipment.
- v. Concessions – The Facility Usage Director or Designee or appropriate College Official must first approve all concession sales.
  - w. Donations – No collections of donations, whether for charity or otherwise, shall be made, attempted, or announced on the premises without prior written approval of the Facility Usage Director or Designee or appropriate College Official. The Director shall make the determination whether this shall constitute “Admission Charged.”
  - x. Seating Capacity – Persons will not be permitted inside any room in excess of the established seating capacity.
- No additional chairs may be placed in the hall, hallways, or any other portion of the facility open to the public. No standing room may be utilized, nor is anyone permitted to sit in any aisle.
- y. Control of Building - Hinds Community College shall be at all times under the control of the Facility Usage Director or Designee or his/her authorized subordinates. The right is reserved at all times for any and all employees of Hinds Community College so designated to enter the premises. The facilities are not opened, nor does an event begin, without the express permission of the Facility Usage Director or Designee.
  - z. Move-out must be completed no later than 4 hours after the scheduled end time. Failure to comply with the move-out deadline may result in the user’s effects being considered abandoned. In which case, the Director will dispose of them as he deems advisable.
    - aa. Tablecloths will be provided by the renter.
    - bb. Respective parties MUST follow guidelines listed by the CDC and the State Department of Health on proper social distancing, including but not limited to: providing hand sanitizer, use of masks, and proper social distancing of at least 6 feet of personal space per attendee.