

## 4.4 Use of College Facilities

**Last Revised:** April 2023

**Policy:** In order to provide for appropriate use of Piedmont Community College (PCC) facilities and to protect the public investment, institutional facilities, playing fields and equipment are to be used primarily for the education of degree, diploma, certificate, and continuing education students. When circumstances allow, the College will cooperate with community, religious, government, civic, educational organizations, and businesses in making available the use of its facilities.

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### **Purpose/Definitions:**

#### **Purpose**

This policy outlines the procedure by which college facilities will be made available to the public.

#### **Definitions**

**Pandemic**—an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population. (Pandemic. (n.d.). In *Merriam-Webster.com dictionary*. Retrieved from <https://www.merriam-webster.com/dictionary/pandemic> )

**State of Emergency**—a declaration made by the governor, local mayor, governing body of a municipality, county, chair of the board of county commissioners or the General Assembly. Declarations generally include a description of the geographical area covered and can include lists of prohibitions and restrictions on certain activities to promote public safety. (2020, March 15). Retrieved from <https://www.ncdps.gov/blog/2018/12/14/what-does-state-emergency-actually-mean>

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**Approval Authority/Monitoring Authority:** Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

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**Procedure:**

**Section 1: General Provisions**

- 1.1. College facilities (classrooms, shops, laboratories, or playing fields) are to be used primarily by PCC individuals (students, faculty, or staff) for instructional purposes. Exceptions include:
  - 1.1.1. Uses associated with the Businesses Manufacturing Accelerator.
  - 1.1.2. Instructional Live Works Projects. (See PCC Policy 6.37 Instructional Live Works Projects)
- 1.2. Only pre-approved equipment may be used for educational purposes for civic clubs, church groups, and other similar organizations.
  - 1.2.1. Appropriate college personnel may be present when college equipment is in use.
  - 1.2.2. PCC Policy 4.13 Use of Personal Appliances restricts, regulates, or prohibits the use of personal appliances on campus in appropriate breakroom areas.
    - 1.2.2.1. College personnel must complete the Request for Facility Usage Form (see Exhibit 4.4A) and submit it for approval to the Vice President, Administrative Services/CFO.

**Section 2: Facility Requests**

- 2.1. To request use of a campus facility, contact the College's switchboard operator to be directed to the Executive Administrative Assistant to the Vice President, Advancement and Communications or appropriate scheduling personnel.
- 2.2. The person requesting facility use will be responsible for completing a Request for Facility Usage Form (see Exhibit 4.4A).
- 2.3. Institutional activities and usage requests made by currently registered students or currently employed staff and faculty for class activities and make up schedules will receive priority.
- 2.4. Outside use of the property or facilities will not be scheduled so as to interfere with the operations of the College, its programs or activities.
- 2.5. Outside use of the property will not be in competition with curriculum or continuing education offerings of the College.

Section 3: Responsibilities of User

- 3.1. The requestor must check in with College Safety upon arrival and again before departure by calling (336) 504-9243.
  - 3.1.1. College safety will complete a checklist at the conclusion of the event to note the condition of facility and any instances of non-compliance with the usage agreement.
  - 3.1.2. The checklist is returned to the Office of Advancement and Communications.
- 3.2. An adult member of the group/organization must be designated to accept responsibility for care of the facility and equipment and for the conduct of the group using the facility.
  - 3.2.1. If the activity involves minors, additional adult supervision must be provided at a ratio of one adult for every 10 minors.
- 3.3. The facility must be returned to its original condition and left in a neat and orderly condition by the user.
- 3.4. Per PCC Policy 2.29 Tobacco-Free Campus, the use of tobacco products is prohibited “on any college property and in any college building, facility, or vehicle.”
  - 3.4.1. Tobacco products include cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, vapes, or any other items containing tobacco products or reasonably resembling tobacco or tobacco products, including electronic cigarettes.
  - 3.4.2. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.
- 3.5. College property will be used in a careful and prudent manner so as to prevent any loss, defacement, or damage.
  - 3.5.1. The facilities will be used in an orderly manner and discipline must be maintained in accordance with the Student Code of Conduct (which can be obtained by contacting the Office of Student Development or visiting the College’s Website; see PCC Policy 7.5 Code of Conduct).

Section 4: Liabilities Assumed by User

- 4.1. A Hold Harmless Agreement (see Exhibit 4.4B) should be signed to indicate acknowledgement of personal responsibility during the event and absolution of liability to the College in the event of accident or serious injury.
  - 4.1.1. The completed Hold Harmless Agreement shall be returned to the Executive Administrative Assistant to the Vice President, Advancement and Communications.
- 4.2. Users will assume all liability for any loss or damage to college equipment and facilities.
- 4.3. Users will also be responsible for all claims for damage to the person or property of others that may arise out of use of college facilities.

Section 5: Prohibited Activities

- 5.1. Commercial use of college facilities is strictly prohibited.
- 5.2. Concessions, to include food trucks or other items, may be sold on college property only with the approval of the Vice President, Administrative Services/CFO or designee.
- 5.3. Use or possession of alcoholic beverages, controlled substances, intoxicants of any kind, prohibited except as noted in PCC Policy 2.12 Drug-Free College and Substance Abuse.
- 5.4. College equipment will not be moved within the facilities, nor will any items be affixed to college property by any means without
  - 5.4.1. alerting Facility Services by submitting a work order if assistance is required to move equipment.
  - 5.4.2. updating the asset inventory tag information through the Business Office.
- 5.5. Use of inflatable interactive play centers is strictly prohibited on the grounds or inside any building.
  - 5.5.1. All other amusement devices must be approved by the Vice President, Administrative Services/CFO.
- 5.6. Any devices prohibited by PCC Policy 4.13 Use of Personal Appliances.

Section 6: Reservation Limitations

- 6.1. Reservations are limited to current [hours of operation](#).
- 6.2. The College, acting through the Vice President, Administrative Services/CFO, has the right to refuse or cancel requests for facility use based upon past or present, actual or threatened, violations of these guidelines or any applicable local, state, or federal law or regulation.
- 6.3. The College reserves the right to refuse use of the facilities if the planned activity is not in the best interest of the College, or if the activity is inappropriate for the facilities.
  - 6.3.1. The Vice President, Administrative Services/CFO has the right to impose additional conditions for the use of the facilities, which are consistent with the best interests of the College and its service area.
    - 6.3.1.1. Non-compliance with facility use rules or any deviation from the approved Request for Facilities Usage form will result in loss of deposit and denial of future requests for one year.
    - 6.3.1.2. Notification will be made by the Office of the Vice President, Administrative Services/CFO.
  - 6.3.2. Appeals to the decisions of the Vice President, Administrative Services/CFO regarding facilities use may be filed with the President in writing.

Section 7: Facility Usage Fees

- 7.1. Usage of facilities by any group except as listed in 7.3 or 7.4 below will require the payment of fees and Security Deposit as listed herein:
  - 7.1.1. For the auditoriums or S100 - Monday through Friday with a maximum of 8 hours - \$150.00. Weekend usage with a maximum of 8 hours - \$200.00.
  - 7.1.2. Classrooms Monday through Friday with a maximum of 8 hours - \$50.00. Weekend usage with a maximum of 8 hours - \$75.00.
  - 7.1.3. Weekend activities require Safety Personnel on campus for the duration of the activity.
  - 7.1.4. A refundable Security Deposit of \$200.00 is required prior to any event.
  - 7.1.5. Security (if not already scheduled by the College): \$30 per hour.

- 7.1.6. Equipment / Furniture Set-Up Fee (if requested): \$100
- 7.1.7. Custodial Staff (if not already scheduled by the College): \$25 per hour.
- 7.1.8. Technology Fee (if requested): \$100 per event.
- 7.1.9. There is no charge for any activity sponsored or co-sponsored by the College.
- 7.2. Rental fees may be reimbursed or applied towards future bookings if the reservation is cancelled by the College due to unforeseen circumstances. (See Section 8.)
- 7.3. There is no charge for any activity conducted by governmental/economic development agencies during current college campus hours and the College's calendar.
- 7.4. Non-profit organizations may request a waiver of fees if the event directly supports their stated mission and the community at large.

Section 8: Additional Considerations

- 8.1. Declared States of Emergency (e.g., pandemics, natural disasters) will be defined by the College and guided by local, state and federal agencies, and the above procedures may be modified to comply with those guidelines.
- 8.2. Local emergencies (e.g., power outage, facility utility damage/outage, weather-related incident) may prompt the College to cancel an existing reservation or modify the above guidelines.

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**Legal Citation:** N/A

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**History:** Effective February 1980; Revised March 1984, January 1988, January 1991, October 2001; Reviewed March 2011; Revised June 2013, October 2014; Revised November 2021—incorporated then deleted Policy 4.5 Use of Facilities, Playing Fields and Equipment by College Personnel; May 2022, April 2023

Cross references PCC Policy 2.12 Drug-Free College and Substance Abuse, Policy 2.29 Tobacco-Free Campus, Policy 4.13 Use of Personal Appliances, Policy 6.37 Instructional Live Works Projects, and Policy 7.5 Code of Conduct

**Exhibit 4.4A: Request for Facilities Usage Form**



Person County Campus  
1715 College Drive  
Roxboro, NC 27573  
336-599-1181

College Safety  
336-504-9243

Caswell County Campus  
331 Piedmont Drive  
Yanceyville, NC 27379  
336-694-5707

Request for Facilities Usage							
REQUESTER'S NAME				TODAY'S DATE			
REQUESTER'S PHONE NUMBER				USAGE DATE REQUESTED			
REQUESTER'S EMAIL				ALTERNATE (RAIN) DATE			
REQUESTER'S ADDRESS							
EXPECTED START TIME			EXPECTED END TIME*			FOOD BEING SERVED?	Yes No
*Reservation may not exceed eight (8) hours.							
COLLEGE PERSONNEL?	Yes	No	GOVT/ ECO DEV AGENCY?	Yes	No	NON-PROFIT ORG?	Yes No
<ul style="list-style-type: none"> <li>There is no charge for any activity sponsored or co-sponsored by the College.</li> <li>There is no charge for any activity conducted by governmental/economic development agencies during posted college campus hours and the College's calendar.</li> <li>Non-profit organizations may request a waiver of fees if the event directly supports their stated mission and the community at large.</li> </ul>							
FACILITY REQUESTED							
<p>Appropriate college personnel may be present for use of college equipment. College facilities (classrooms, shops, laboratories, or playing fields) are to be used primarily by PCC individuals (students, faculty, and staff) for instructional purposes. Exceptions include uses associated with the Business Manufacturing Accelerator and Instructional Live Works Projects.</p>							
PLANNED ACTIVITY							
INTENDED EQUIPMENT OR APPLIANCES TO BE USED**							
<p>**Use of inflatable interactive play centers is strictly prohibited on the grounds or inside any building. All other amusement devices, equipment or appliances must be listed and approved by the Vice President, Administrative Services/CFO. See PCC Policy 4.13 for restrictions on personal food preparation appliances.</p>							

Revised 3/2023

WEEKDAY (Monday-Friday) FEES	HOURS	RATE	AMOUNT
Auditoriums or S100	up to 8	\$ 150.00	\$
Classroom	up to 8	\$ 50.00	\$
Refundable Security Deposit	per event	\$ 200.00	\$
Security, hourly (if not already scheduled by College)		\$ 30.00	\$ -
Equipment/Furniture Set-Up (if requested)	per event	\$ 100.00	\$
Custodial, hourly (if not already scheduled by College)		\$ 25.00	\$ -
Technology Fee (if requested)	per event	\$ 100.00	\$
<b>WEEKDAY FEE TOTAL</b>			<b>\$ -</b>

WEEKEND (Saturday/Sunday) FEES	HOURS	RATE	AMOUNT
Auditoriums or S100	up to 8	\$ 200.00	\$
Classroom	up to 8	\$ 75.00	\$
Refundable Security Deposit	per event	\$ 200.00	\$
Security, hourly (if not already scheduled by College)		\$ 30.00	\$ -
Equipment/Furniture Set-Up	per event	\$ 100.00	\$
Custodial, hourly (if not already scheduled by College)		\$ 25.00	\$ -
Technolog Fee (if requested)	per event	\$ 100.00	\$
<b>WEEKEND FEE TOTAL</b>			<b>\$ -</b>
<b>TOTAL</b>			

Non-profit organization; fees waived.

I have read and understand PCC Policy 4.4 Use of College Facilities and will abide by its terms.

<b>SIGNATURE</b>		<b>DATE</b>	
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<b>APPROVED FOR USE</b>	Yes	No
<b>IF DISAPPROVED, RATIONALE</b>		
<b>VP, ADMINISTRATIVE SERVICES/CFO</b>		<b>DATE</b>

**FOR BUSINESS OFFICE USE ONLY**

The following monies have been received for facilities usage and should be deposited into code AR 630 (21-000-00-494320-00000).

RECEIVED FROM	APPROVED FOR FUTURE USE? <input type="checkbox"/> Yes <input type="checkbox"/> No
AMOUNT	
SIGNATURE OF CASHIER	DATE



Exhibit 4.4B: Hold Harmless Agreement

Revised 5/2022



Piedmont Community College

**HOLD HARMLESS AGREEMENT**

For individuals 18 years of age or older (or parent of minor) or other entities (regardless of organizational structure).

I (We), the undersigned, will be participating in the following activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the date(s) of \_\_\_\_\_

I (We) will be responsible for all my/our actions. In the event of an accident or serious injury, neither Piedmont Community College nor its personnel will be held liable.

If driving a non-college owned vehicle, I certify that I have the minimum auto insurance coverage as required by the State of North Carolina.

**SIGNATURE OF ALL INDIVIDUALS INVOLVED OR PERSON REQUESTING FACILITY RENTAL:**

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date