

Manchester Community College Room Rental Policies



Manchester Community College

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Manchester Community College Room Rental Policies

All activities, events, and functions must be compatible with the mission, vision, core values, and code of ethics of Manchester Community College.

Mission Statement

We are a dynamic, student-centered, and accessible community college that promotes and fosters the intellectual, cultural, and economic vibrancy of our region.

Vision Statement

Our vision is to be a college that empowers our students and inspires their success through innovative education.

Core Values Statement

We firmly believe that certain fundamental values characterize who we are and guide us in the accomplishment of our mission and goals. As a college community we value:

- Student and community success
- Lifelong learning
- Community service
- Scholarship
- Open, honest and respectful communication and behavior

Code of Ethics

Our college decisions, policies, actions and procedures are based on the following ethical principles: Responsibility, Mutual Respect, Fairness, Integrity and Honesty.

Diversity Statement

Recognizing the inherent value and dignity of each person, MCC is committed to valuing, promoting and supporting diversity within the college and the community it serves.

Agreements

All rental agreements, insurance documentation, and College Supervision Addendum must be return to the college 5 days prior to the event.

Alcohol on Campus

The use and/or consumption of alcohol by anyone on campus is prohibited. Exceptions must be approved by the College president or designee. Tidewater Catering is licensed to serve liquor on campus and must be contracted for any event where alcohol is served.

Animals

Animals of any type are not permitted inside MCC Buildings, with the exception of those used for assisting persons with disabilities or unless included as part of an agreed upon rental, as specified in the contract.

Cancellation

Failure to abide by these rules will result in cancellation of the event and/or denied requests for future rental. All requests are subject to cancellation by MCC if the facilities are

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required for any college activity that MCC deems a priority, or for emergency purposes. A full refund will be issued.

The College reserves the right to determine the number of personnel needed for an event based upon the expected attendance, type of event, as well as the right to cancel an event when it exceeds maximum capacity.

Once payment has been made, all event cancellations must be made in writing at least 5 business days prior to the scheduled event date.

A 50% cancellation fee is assessed if an event is cancelled within fewer than 5 business days.

College personnel may deny requests for future room rentals.

Catering/Food

Food and beverages are permitted only in designated areas.

Food may be catered by the Tidewater Catering. Use of other catering services must be approved by the College president or designee. All food sold on College Campus (including satellite operations) must meet applicable health standards as interpreted by the appropriate Department of Health. Since food providers (rather than the individual consumer) can be considered responsible for any illness or injury resulting from the consumption of food, the College requires that state and local regulations for safe food practices be followed.

Homemade foods on campus: Health regulations generally prohibit the serving or sale of homemade food on campus (see rules pertaining to bake sales and pot lucks).

Food for private consumption: An individual may bring food only for his/her own consumption to an event (e.g. "brown bag" lunch). Food brought to events may result in a higher facilities usage charge.

Bake Sales: Bake sales are permitted when the activity is sponsored by a student organization and/or college department.

Exceptions: Exceptions regarding the serving, sale or purchase of food and beverages should be referred to the vice-president.

Children

Children and adolescents must be supervised at all times during an activity, as there shall be no running or jumping in any College facility. Failure to abide by this policy may cause the cancellation of an event. College personnel may deny requests for future room rentals. Failure to abide by this policy may cause the cancellation of an event.

Renters must sign the College Supervision Addendum when children are on campus.

Clean up

The User will be responsible to clean up any debris, and materials after the event, and leave the premises in proper order. Failure to clean up will incur a fee.

The User will be liable for any damages caused by its use of the facilities and will pay the College for any damages incurred.

All personal materials, equipment and furnishings must be removed from the College campus at the conclusion of the event.

The event including cleanup must be concluded by the end of the contracted event time and if additional clean up time is needed, the time will be added to the rental contract. The

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campus closes at 10:00 p.m. all cleanup must be completed by that time, unless otherwise agreed upon by MCC Security and Facility Rentals representatives.

The College will not be responsible for items left behind, the User may be assessed a minimum \$50.00 per day fee for items left at the conclusion of the event. College building monitors or security personnel will be present until the building is vacated. Rental Clients and will be charged for this time.

Damage

Any damage to the College facilities is the responsibility of the organization/group. In the event of such damage, restitution to the College must be made in full.

Play dough and glitter are not permitted.

Decorations

Decorations are permitted as long as they comply with College Guidelines and are approved by college personnel prior to the event date. A minimum assessment of \$250 will be assessed for violations and decorations will be removed.

Users shall provide their own tablecloths and risers if needed.

Decorations must be non-obtrusive, meaning they do not cause physical damage to the facility. Generally, users must comply with the following guidelines:

- Keep all paper and cloth away from light fixtures.
- Glitter, confetti, birdseed, and rice are not permitted.
- Nothing shall be hung from or attached to ceiling sprinkler heads.
- Signs may be hung from the railing in the multi-purpose room but they may not extend below the walkway.
- Fire extinguishers, alarm pull stations, alarm horn strobes and exit doors and corridors are not to be hidden or obstructed.
- Nails, tacks, staples, or other sharp objects are not be driven into walls, floors, doors, ceilings or tables.
- The use of masking tape, scotch tape, two-sided (carpet) tape or duct tape is prohibited.
- The use of glue on any surface is prohibited.
- Blue tape and putty is acceptable.
- Signs on walls, pillars, windows and glass doors, and banners must be approved in advance.
- Decorations must not be attached to curtains, draperies or air vents.
- Balloons (helium filled or not) must be tied down and removed after the event is completed. Latex balloons are prohibited.
- All free-standing decorations must be stable and anchored securely.
- Sand, mud and gravel are prohibited.
- All candles must be contained. Open flames are prohibited.
- Lessee shall remove all adhesive materials from tables, chairs and windows. Violation of this rule will result in a \$50.00 fine.

Emergencies

Medical Emergencies: In case of injury or illness on the MCC Campus, immediately call 911. Give your name and describe the nature and severity of the medical problem and the campus location of the victim. Stay on the telephone with the 911 dispatcher—that person will

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guide you in steps to handle the emergency until trained personnel arrive. Have someone outside the building "flag down" emergency personnel when they reach the vicinity of the building. As soon as it is possible to do so, report the incident to Campus security at 703-8784.

NOTE: Only trained personnel should provide first aid. **DO NOT TOUCH** spilled body fluids. Dial 911.

Evacuation Emergencies: Emergencies that require evacuation include: fire, explosion, bomb threat, hazardous material release, earthquake and other natural disasters.

If the fire alarm sounds during your event, *everyone* must evacuate the building as soon as possible. If you hear an evacuation alarm, evacuate the building by way of the nearest exit. Do not use the elevator. If that route is blocked, use the secondary route. (Evacuation maps are posted in all classrooms.) Before you leave the room, be sure that the room has been evacuated. Close the doors as you leave to retard the spread of toxic atmosphere, smoke and/or flame. (During the case of a bomb threat, **DO NOT** use cell phone or close doors.) Stay calm and have your attendees and others evacuate the building in an orderly manner. Go to a designated rally point. **NOTE:** Everyone must move a minimum of 300 feet from the affected building. Attempt to determine if any persons are missing or not accounted for in your group. Do not return to an evacuated building unless authorized to do so by the security personnel or representative, police or fire personnel or emergency service personnel.

Employee use of facilities

MCC employees will receive a 50 percent discount from rates charged all other groups/users. For the purposes of this policy, MCC employees are defined as those who are employed by the college more than .5 FTE and are benefit-eligible. Employees must be present for the entire event when usage of college facilities is authorized.

Fund Raising

Usage of MCC facilities for fund raising requires prior written approval of college President or designee.

Logo

The MCC logo is copyrighted and the unauthorized use is prohibited. The use of the MCC logo by non-college organizations will be prosecuted. Permission to use the College Logo must be approved in advance of use by the User, including, but not limited to, publication on websites, print materials, apparel, and novelty items. All non-college organizations or groups are prohibited from representing or advertising affiliation with the College.

Marketing

Brochures, pamphlets, and printed material must have appropriate disclaimers disassociating Manchester Community College from the views and sponsorship of the organization/group.

Non-competition with MCC Programs and/or Departments

MCC reserves the right to refuse to accommodate events and/or activities that compete with the educational offerings, services and programs currently available on the college campus.

Any non-college groups that schedule a class or instruction on campus must clearly identify, on all marketing material, that the event is not college-related.

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Groups or organizations offering programs or training in competition with programs or classes offered by the College are not eligible to use College facilities unless the president specifically approves such requests.

Parking

Parking in the College lots will be available to anyone attending an event. Handicapped parking is limited.

Payment

Payment is due within two weeks after booking or 10 business days before the event date, whichever is first. A 50% cancellation fee is assessed if an event is cancelled within fewer than 10 business days prior to the event date.

Please make check payable to Manchester Community College.

Rates

Categories and Classification in all cases the standard fees are incurred for staffing, processing fee,

- Community/Public for-profit groups pay 100% of advertised rate
- Community non-profit organizations pay 50% of advertised rate
- Educational institutions, organizations affiliated with schools pay 50% of advertised rate
- Activities of official departments of service area government– local, state, federal pay 10% of the rental rate

The charges for multiple classrooms at the same time will depend on the number of rooms used and type of activity in which the room will be used. Costs for additional services (including but not limited to, security, custodial, HVAC, maintenance, grounds, computer technician, and audio-visual) will be assessed in addition to the facility usage fees as appropriate to the activity. The College reserves the right to determine which, if any, of the additional services and the costs incurred are appropriate. Organizations will be advised of total charges following review of the official Facilities Use Request Application.

* If applicable, submit proof of Not-for-Profit status as required, 501(c) (3).

Rental policies

All request are to be made through the Workforce Development Office at MCC. Requests for space are on a first come-first serve basis and must be submitted on the Application for Space at MCC no later than two (2) weeks prior to the event. Earlier submission is strongly recommended. A request does not guarantee a space. We recommend that you do not advertise your event until you receive written confirmation (rental agreement) and it is signed and returned with a 20% deposit made payable to Manchester Community College (cash is not accepted). The college rental agreement and insurance must be returned to the Workforce Development office five days prior to the room rental. Failure to do so will result in a cancellation.

A representative is encouraged to visit MCC prior to the event to view the space and to review support and setup needs, MCC rules and regulations, and expected fees.

All set up requests must be made within (5) business days of the event. Changes or additions requested within three (3) business days of the event will not be guaranteed.

College operating hours are Monday through Friday 8:00 a.m. –10:00 p.m.; and Saturday 8:00am –3:00pm. The College is closed Fridays and Saturdays during the months of June –July –

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August. All events are expected to begin and end at the scheduled times. A \$250.00 fee is automatically incurred when event (including cleanup, unless arranged prior to the event) exceeds 10:00 p.m. Monday through Friday, and 3:00 PM on Saturday. This fee is not waived for any organization. The sponsoring organization/group is responsible for cleaning up immediately after a scheduled event.

College personnel may deny requests for future room rentals.

Security

MCC reserves the right to determine if a Security Officer or Police Detail is required, at the renter's expense.

Setup

Set-up of tables, chairs, etc. shall be the responsibility of Lessee. Furniture may be rented from an outside vendor, arrangements for pick up and drop off must be coordinated with the Workforce Development Center.

Signage

No signage is allowed except for what is provided by the College.

All flyers, posters and signs need to be approved and date stamped at the Information Desk prior to posting. Information generally will be posted for two weeks or until the date of the event and then be removed by College Relations staff.

The bulletin boards on campus are to be used for communicating timely information about college programs, activities and classes to the college community. All materials need to be approved and date stamped at the Information Desk. The campus receptionist will then post the materials.

Posting of announcements on building entry doors and windows is allowed for college usage only to inform the college community and general public of campus closures, cancellation of campus programs or provide information about important college activities. All information needs to be approved and date stamped before posting, or it will be removed.

Smoking

Smoking is permitted only in designated areas.

Solicitation:

Solicitation will not be allowed on the College's campus.