

# DCC Facility and Room Request/Use Policy

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## DCC Facility and Room Request/Use Policy

All activities, events, and functions must be compatible with our college's policies and code of ethics of Danville Community College. College personnel may deny requests for future room rentals if the following policies are not adhered to.

### Code of Ethics

- Our college decisions, policies, actions and procedures are based on the following ethical principles: Responsibility, Mutual Respect, Fairness, Integrity and Honesty.
- Hate groups or organizations that specifically exclude specific groups will not be supported by the college.

### Diversity Statement

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

### Agreements & Application

All applicants must fill out a [Campus Facility Usage Request Form](#) at least 14 days prior to the event. No events will be booked in our calendar without the submission of this form. A DCC representative will notify applicants of the application receipt and begin the booking process. DCC's administration has the right to require persons using campus facilities to provide a certificate of insurance, naming DCC as an additional insured, as proof of adequate insurance covering their requested event no later than 3 business days prior to the event start date. Any required agreement or insurance documentation must be returned to the college no later than 3 days prior to the event.

### Event Determination

All requests are subject to administrative approval. A request may be denied for the following reasons:

- The venue is already reserved for another event.
- The activity will attract a crowd larger than the venue can safely contain.
- The activity will substantially disrupt another event being held at a neighboring venue.
- The activity is a clear and present threat to public safety, according to the college's police or security department.
- The activity will occur during college examination periods.
- The activity is unlawful.
- The event may not be appropriate for the College's environment.
- There is no satisfactory evidence the applicant will take the necessary safety precautions for the participants or protection of property.
- The event may unduly tax the College's facilities.
- The applicant may have previously breached the agreement for facility usage. This includes non-payment from the previous usage of the facilities

### Usage policies

All requests are to be made through the [Campus Facility Usage Request Form](#). Requests for space must be submitted on the Facility Use Request Form at DCC no later than two (2) weeks prior to the

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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 a written confirmation.

A representative is encouraged to visit DCC prior to the event to view the space and to review support and setup needs, DCC rules and regulations, and expected fees if applicable. 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. – 5:00 p.m. (For events taking place outside of normal business hours, support personnel to unlock/open facilities will be assigned on a case-by-case basis).

All events are expected to begin and end at the scheduled times. The sponsoring organization/group is responsible for cleaning up immediately after a scheduled event.

### Rates

Non-profits, charitable organizations, or private groups for charitable purposes often have the rent fee waived. However, at the college administration's discretion, charges may be imposed for events that are for-profit or that require additional security or services. If the group requesting facility usage is charging, collecting, or accepting donations it will be charged by the college. The following rates will apply in these cases.

Classroom Rental	\$50/up to 4 hours, \$100 full day
Board Room/Conference Room Rental	\$50/up to 4 hours, \$100 full day
Student Center	\$150/ up to 4 hours, \$300 full day
Auditorium	\$150/ up to 4 hours, \$300 full day

Payment arrangements must be made at least 3 business days prior to the event. Your group will be contacted by a DCC representative after your event has been approved to give further payment instructions.

### Cancellation

- Failure to abide by rules stated here-in may result in cancellation of the event and/or denied requests for a future rental.
- All requests are subject to cancellation by DCC if the facilities are required for any college activity that DCC deems a priority, or for emergency purposes (including power failure and inclement weather).
- The College reserves the right to determine if personnel is needed to staff an event (at a charge to the requestor) based upon the expected attendance, type of event, as well as the right to cancel an event when it exceeds maximum capacity.

### General Regulations:

- **DCC offers certain facilities for usage but does not offer maintenance, information technology, custodial, or staff support during events.**
- The event host must agree to and abide by the guidelines for the use of the College as

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contained herein.

- The character of the group and the event must be appropriate to the dignity of the College.
- The event must not interfere with the regular College activities.
- The College will have final approval of all catering services.
- The throwing of rice, confetti, rose petals, or litter of any kind is not permitted. Birdseed and bubbles are allowed outside only.
- Smoking is only permitted in designated areas. Smoking is not prohibited in any inside space.

## College Equipment

Audio-visual and IT support are not normally available during facility usage. College-approved training on a room's computer, sound, and projection systems is the responsibility of the user and must be completed at least 7 days before your event. Training by college personnel is based on the availability of that personnel and is not guaranteed prior to the event. **If you are using any of the college's equipment (i.e. computers, overhead projector) you are responsible for making sure that all equipment is cut off before you leave the premises.**

## Alcohol on Campus

The use and/or consumption of alcohol by anyone on campus is prohibited.

## Animals

Animals of any type are not permitted inside DCC Buildings, with the exception of those used for assisting persons with disabilities.

## Children

Children and adolescents under the age of 16 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 reservations. Failure to abide by this policy may cause the cancellation of an event.

## Solicitation:

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

## Campus Safety and Security

DCC reserves the right to determine if a Campus Safety Officer(s), Police, Fire or EMS detail is required, at the renter's expense.

- Security is required for all events that are open to the general public unless specifically exempted by the College.
- Private events, wedding receptions and other events such as proms and larger events may require security.
- When required, security must be provided from one half-hour prior to the start of the event until one-half hour after the completion of the event.

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- Security arrangements may be made by the College and billed to the user.
- **DCC Security is on duty at all times in case of an emergency and can be reached at 434-797-8533.**

### Setup

Set-up of tables, chairs, etc. shall be the responsibility of the requestor. Any rearrangement of furniture must be pre-approved and is the responsibility of the requestor. Rooms must be returned to their original configuration prior to departure.

Furniture may be rented from an outside vendor, and arrangements for pick up and drop off must be coordinated with a DCC representative.

### Catering/Food

Food and beverages are permitted only in designated areas. The use of 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).

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

**If you are using any chafing fuel cans to heat food, be sure they are properly extinguished, and then removed.**

### 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 issued to those in violation of this policy. 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.
- Playdough, glitter, confetti, bird seed, 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 cannot be driven into walls, floors, doors, ceilings, or tables.

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- 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.
- All free-standing decorations must be stable and anchored securely.
- Sand, mud, and gravel are prohibited.
- Candles are prohibited.
- Renter is responsible for removing all approved adhesive materials from tables, chairs, and windows.

## Fund Raising

Usage of DCC facilities for fundraising requires prior written approval of college President or designee.

## Emergencies

1. Keep the injured/ill person quiet and calm. Do not move them unless, allowing them to remain stationary would place them in further danger.
2. Go to the nearest phone and call the rescue squad (911); be prepared to give the following information:
  - a) Exact location of the victim.
  - b) Nature and apparent severity of the injury or illness.
3. Stay on the phone with the 911 dispatcher – that person will guide you in steps to handle the emergency until trained personnel arrive.
4. Have someone outside the building “flag down” emergency personnel when they reach the vicinity of the building.
5. As soon as it is possible to do so, report the incident to Campus Safety at 434-797-8533. Our campus safety personnel are CPR/AED trained only.
  - a) Never administer assistance beyond the level of your training.
  - b) Never give medical advice unless you are trained to do so.

## DCC Logo

Both the DCC logo and the Danville Knight mascot are copyrighted and unauthorized use is prohibited. The use of either image by non-college organizations will be prosecuted. Permission to use the College logo or mascot 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 Danville Community College from the views and sponsorship of the organization/group.

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DCC 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.

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. Accessible parking is available; however, the number of spaces is limited.

### 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 may incur a fee.
- All items should be placed in their original locations.
- **All trash should be removed and delivered to a dumpster on campus. (Dumpsters are located at the following buildings: Wyatt, Hill, EIT, Maintenance, Taylor, Foundation Hall, and the Learning Resource Center.**
- 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.
- If a kitchen area is used, the area must be swept, trash emptied, and all basic equipment cleaned. DCC will not be responsible for lost or misplaced items belonging to users or caterers.
- The event, including cleanup, must be concluded by the end of the agreed upon event time.
- College building monitors or campus safety personnel will be present until the building is vacated.
- The College will not be responsible for items left behind.

### 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.

**Any violation of the above guidelines will prevent any future approvals of facility usage.**

**DCC's first priority is to provide educational space and resources for our students. Please remember that any space that is used for any other purpose is an extension of DCC's goal to foster community relationships and is only extended with the agreed-upon guidelines listed above**