

Gaston College Facilities Rental Manual



Office of Finance, Operations, & Facilities
September 2014



GASTON COLLEGE RENTAL CONTACTS

DALLAS CAMPUS:

CONTACT: Jennifer Phillips

PHONE: 704-922-6406

FAX: 704-922-2323

ADDRESS: Gaston College
201 Hwy 321 South
Dallas, NC 28034
Box 4
Attn: Facility Rentals

E-MAIL: phillips.jennifer@gaston.edu

KIMBRELL CAMPUS AND TEXTILE TECHNOLOGY CENTER:

CONTACT: Sandy Hamilton

PHONE: 704-825-6256

FAX: 704-825-7303

ADDRESS: PO Box 1044
Belmont, NC 28012
Attn: Facilities Rentals

E-MAIL: hamilton.sandy@gaston.edu

FACILITIES AVAILABLE

DALLAS CAMPUS:

Classrooms - Training & Meetings (seat 25-45)

Computer Labs - Computer Training with 20 workstations

Myers Center Multipurpose Auditorium - Meetings/Public Forum

Myers Center Boardroom - Training & Meetings

Myers Center Café - Meetings & Receptions

KIMBRELL CAMPUS:

Classrooms - Training & Meetings

| <u>Room</u> | <u>Max Capacity</u> |
|------------------------|---------------------|
| Harney Hall 121 | 18 |
| Harney Hall 201 | 40 |
| Harney Hall 230 | 24 |
| Classroom Building 213 | 24 |
| Classroom Building 216 | 24 |
| Classroom Building 219 | 40 |
| Classroom Building 220 | 40 |

Computer Lab - Computer Training

| <u>Room</u> | <u>Workstations</u> |
|------------------------|---------------------|
| Classroom Building 117 | 30 |
| Classroom Building 119 | 30 |
| Classroom Building 120 | 30 |

Conference Rooms - Meetings

| <u>Room</u> | <u>Max Capacity</u> |
|------------------------|---------------------|
| Harney Hall Room 202 | 12 |
| Classroom Building 203 | 14 |

Auditorium - Meetings and Training

Note: College functions take precedence over any and all rentals.

TECHNICAL SPECIFICATIONS

DALLAS CAMPUS:

MYERS CENTER MULTIPURPOSE AUDITORIUM

- SEATING:** 440- upholstered stackable chairs
55- 60" round tables (seats 8 per table)
- 700-Maximum rated capacity (chairs only)
(Renter would need to rent any chairs above 440 from an outside party supply vendor.)
- DESIGN:** Open flexible space that can be subdivided using curtain walls into three separate spaces.
- AV:** LCD projector, projection screen, and podium with microphone

MYERS CENTER CAFÉ

- SEATING:** 13- 42"x42" square tables
10- 36" tall round café tables
7- 42" round tables
20- tall café chairs
64- metal frame chairs with cushioned bottoms
- Café can seat up to 150.
- DESIGN:** Floor Area 2200 sq. ft.
Stage area 300 sq. ft.
- FACULTY AREA:** Floor area 500 sq. ft.
3- 6' tables
7-32"x24" tables
28-metal frame chairs with wooden seats

KIMBRELL CAMPUS-AUDITORIUM:

CLASSROOM BUILDING AUDITORIUM

- SEATING:** 98 permanent upholstered, theater with foldaway tablet arms
- DESIGN:** Six rows of seats; wheelchair spaces available
Area in front of permanent seats measures 62'x21'
- AV:** PA System; LCD projector; computer; video; DVD

FACILITY USE GUIDELINES

Availability is subject to the following procedures and to the policies or statutes established by the Gaston College Board of Trustees, the North Carolina Community College System, and the State of North Carolina.

USERS: Users of College facilities are divided into three groups:

College users – College faculty, staff and student organizations; College Board of Trustees; Foundation Board of Directors; Textile Technology Center

External users – organizations, public or private, profit or non-profit, that have public identity, local or state license to operate, and an operating location

Governmental users – Gaston County Board of Education
Gaston County Board of Commissioners
North Carolina Legislature and State Governmental Departments

PARTNER

ORGANIZATIONS: Partner organizations as defined by the Executive Council and include organizations such as the Gaston Chamber of Commerce and County Schools; and other groups that bring potential new students to the campus like the Boy Scouts of America. Partner organizations qualify for gratis rentals.

CANCELLATIONS: Instructional activities have priority in scheduling any campus facility. The college reserves the right to cancel any user should an unresolvable conflict arise. Users will be notified as soon as possible. If the user cancels, deposits are non-refundable. ***If the College is closed due to inclement weather, any and all rentals are cancelled.***

CAFÉ RENTAL: The Myers Center Café is not available during the week before 3 p.m. The kitchen area is not available for outside use. Café catering is scheduled by contacting Brian Greene at 704-487-8461. Users are required to use Café catering services unless the Café has a conflict in scheduling. The Café can accommodate up to 150 people.

MYERS CENTER BOARDROOM:

Boardroom is not available during Board of Trustees functions.

CLASSROOMS: Classrooms can be rented as available. College functions take precedence over any and all rentals.

COMPUTER LABS: Labs are available for rent with 20 workstations. College functions take precedence over any and all rentals.

PARKING

RESTRICTIONS: Due to restricted parking availability, events anticipating audiences of 200 or more are not scheduled Monday through Friday from 8:00 a.m. to 1:00 p.m. (excluding buses).

EXCLUSIONS: The College does not rent facilities for beauty pageants, dance or theatre performances, or wedding receptions.

HOLIDAYS: The College does not rent facilities on holidays or during extended College holiday closings (Christmas, Martin Luther King, Easter, July 4th, Labor Day, and Thanksgiving).

SUNDAYS: The College does not rent facilities on Sundays.

HOUSEKEEPING: Housekeeping is appropriated at the discretion of College staff based on the needs of the event.

SECURITY: Security is appropriated at the discretion of Gaston College Police based on the needs of the event. See service rates on page 8 for specific charges.

SMOKING AREAS: All college facilities and campuses are tobacco free.

INSURANCE: The College requires that all users have insurance protection for themselves and their audiences. The user must provide the College with evidence of insurance prior to any use. Minimum coverages:

- \$300,000 bodily injury liability
- \$100,000 property damage
- or
- \$500,000 combined coverage

COLLEGE

PROPERTY: No alterations may be made to College property unless authorized and specified in the rental contract.

POLICIES: Users must be in compliance with Gaston College policies and procedures and the laws of North Carolina.

DAMAGES/LOSS: Users will be responsible for loss or damage to facilities and property caused by negligence or misuse.

USE OF

ALCOHOL: The possession and use of alcoholic beverages on the Gaston College campus is permitted only under such conditions as the Board of Trustees and/or President may determine. Possession and consumption of alcoholic beverages must be consistent with local, state, and federal laws.

REMOVAL OF PROPERTIES: Users must remove all items or properties immediately upon the conclusion of the event. Unclaimed items will be disposed of after that time.

CONTRACT FEE: Users are required to provide a \$150 contract fee for Myers Center Multipurpose Auditorium rentals. The fee **is not** applied to your balance. The fee is applied to any additional charges incurred for services fees (i.e. audio visual, security, housekeeping, carpet cleaning or damages). The \$150 contract fee will be refunded if no additional charges are incurred. The fee **is not** refundable for cancellations.

PAYMENT: Payment is required in full ten (10) business days prior to any rental activity. Payment is required to confirm a reservation for any contracts requested within nine days of the rental activity.

FOOD & BEVERAGES: Food or beverages requirements are to be arranged with the Café Manager. No concessions are allowed for any event. Security will enforce this rule.

REQUEST FOR RENTAL: Requests for rentals must be received seven (7) calendar days before the rental time and/or event. For catered events, the campus café requests a two week notice.

ANIMALS: No animals are allowed in campus facilities, except for service dogs.

OPEN FLAME: No open flame is allowed in campus facilities, i.e. candles, pyrotechnics, etc.

DECORATIONS: Nothing is to be taped to **any surface** of campus facilities. No screws or nails are to be driven into any part of the facility rented.

INSPECTION: A pre-inspection and post-inspection is required for all Myers Center Multipurpose Auditorium rentals. The pre-inspection will ensure all setup requests are complete. The post-inspection allows for the documentation of any damage to the facility as well as the communication of any extra charges incurred.

POLITICAL FUNDRAISERS No political fundraisers will be held on campus.

RATES & FEES

DALLAS CAMPUS:

| | <u>Monday –Friday</u> | <u>Saturday</u> |
|---|-----------------------|-----------------|
| Classroom | \$105 | \$160 |
| Computer Lab | \$105 | \$160 |
| Myers Center Boardroom | \$105 | \$160 |
| Myers Center Café* | \$105 | \$360 |
| Myers Center Multipurpose Auditorium – see page 8 | | |

**The Café is available nights and weekends only. The kitchen is not available for outside use. A housekeeping fee of \$40 will be charged for any event held in the Myers Center Café.*

KIMBRELL CAMPUS:

| | <u>Monday –Friday</u> | <u>Saturday</u> |
|-------------------------------|-----------------------|-------------------------------|
| Classroom | \$80 | \$130 |
| Computer Lab | \$100 | not available on the weekends |
| Classroom Building Auditorium | \$200 | \$350 |

The Textile industry will receive a 50% discount for Kimbrell Campus and Textile Technology Center rentals. Local and state government organizations and college sponsored organizations may use the Kimbrell Campus and Textile Technology Center at no cost; however, fees will be charged for all setup, housekeeping, and security services.

Myers Center Multipurpose Auditorium

| | <u>Monday-Friday</u> | <u>Saturday</u> |
|-------------------------------------|----------------------|-----------------|
| Full Multipurpose Auditorium | \$500** | \$900** |
| Multipurpose Auditorium Single Room | \$250** | \$400** |

***Basic rental fee includes setup, housekeeping, and use of audio visual (AV) equipment.*

Non Profit Rate

30% discount

Multipurpose Auditorium rental rates will be discounted 30% for active 501(c)(3) non-profit organizations. Other charges and fees are not discounted.

Audio Visual Technician

\$29/hour

If an audio visual technician is required, an hourly rate of \$29 will apply

Security

\$20/hour

Security is required for all events. Any hourly rate of \$20 per hour per officer will apply. The number of security personnel will be determined by Gaston College Police based upon the size and nature of the event.

Contract Fee

\$150 non-refundable

Users are required to post a \$150 contract fee for Myers Center Multipurpose Auditorium rentals. The fee **is not** applied to your balance. The fee is applied to any additional charges incurred for service fees (i.e. audio visual and security) or damages. The \$150 contract fee will be refunded if no overages are incurred. The fee **is not** refundable for cancellations.

Carpet Stains

\$50

A flat rate of \$50 will be charged to any renter for any carpet stains or spills in Myers Center Multipurpose Auditorium or MC Room 160 that cannot be cleaned with a vacuum.

Maximum Capacity

Myers Center Multipurpose Auditorium
 Myers Center Multipurpose Room A and B
 Myers Center Multipurpose Room C
 Myers Center MC160

Tables & Chairs/Rows of Seats

430/700
 130/250
 150/300
 74

Effective: 8/25/14

Supersedes: 7/10/10