

Gaston College Facilities Rental Manual



Office of Finance, Operations, & Facilities
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GASTON COLLEGE RENTAL CONTACTS

DALLAS CAMPUS:

CONTACT: Deanna Black

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ADDRESS:

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

E-MAIL: events@gaston.edu

KIMBRELL CAMPUS AND TEXTILE TECHNOLOGY CENTER:

CONTACT: Kelly Trantham

PHONE: 704-825-6256

ADDRESS:

Gaston College
PO Box 1044
Belmont, NC 28012
Attn: Facilities Rentals

E-MAIL: events@gaston.edu

FACILITIES AVAILABLE

DALLAS CAMPUS:

- **Classrooms** - Training & Meetings (seat 25-148)
- **Myers Center Multipurpose Auditorium** - Meetings/Public Forum
- **Myers Center Boardroom** - Training & Meetings

KIMBRELL CAMPUS:

- **Classrooms** - Training & Meetings

| <u>Room</u> | <u>Max Capacity</u> | <u>Audio/Visual</u> |
|---------------------------|-------------------------|---------------------------|
| Harney Hall | | |
| Board Room KCC 202 | 12 | |
| Classroom KCC 201 | 40 | Computer/TV |
| Classroom Building | | |
| Classroom KCC 115 | 40 | Projector/Screen/Computer |
| Classroom KCC 117 | 30 | Projector/Screen/Computer |
| Auditorium KCC 118 | 120 | Projector/Screen/Computer |
| Classroom KCC 119 | 30 | Projector/Screen/Computer |
| Boardroom KCC 203 | 14 | Computer/TV |
| Classroom KCC 213 | 30 | Projector/Screen/Computer |
| **See Below | | |

**Harney Hall – 7220 Wilkinson Blvd. Belmont, NC 28012
 Classroom Building – 7230 Wilkinson Blvd. Belmont, NC 28012

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.
- Can be divided into three smaller rooms (Room A, B, C) with seating for approximately 150.
- If rooms are divided, room C has a 24'x12' stage.

- **AV:** LCD projector, projection screen, and podium with microphone (wireless handheld & lavalier available)

KIMBRELL CAMPUS-AUDITORIUM:

CLASSROOM BUILDING AUDITORIUM

SEATING: 120 people (round tables & chairs)

AV: PA System; LCD projector; computer; video

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:

- The College reserves the right to cancel any reservation due to instructional priorities or emergencies. Deposits are non-refundable in the event of renter cancellation.
- Weather-related cancellations follow College closure policies.

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.

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, religious or political events, or wedding receptions.

The College does not rent facilities on Sundays. Some summer exclusions apply, please contact us for details.

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).

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 Campus Police based on the needs of the event. See the service rates listed in the Appendix.

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. Service companies used by the user may be required to provide the insurance coverages listed below. Minimum coverages:

- Commercial General Liability
 - The Renter shall maintain Commercial General Liability (CGL) insurance covering bodily injury, personal injury, and property damage with limits of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Additional Insured
 - The policy must name Gaston College, its trustees, officers, employees, and agents as Additional Insureds. A current Certificate of Insurance (COI) must be provided to the College's designated representative no later than 14 days prior to the scheduled event.
- Workers' Compensation (if applicable)
 - If the Renter employs staff for the event, proof of Workers' Compensation insurance must be provided in accordance with North Carolina law, including Employer's Liability coverage of at least \$1,000,000 per accident.
- Automobile Liability (if applicable)
 - If the Renter will bring vehicles onto College property as part of the event, Automobile Liability insurance must be maintained with a combined single limit of at least \$1,000,000 for each accident.

- 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 after that time.
- CONTRACT FEE:** Users may be required to provide a contract fee (see Appendix) for Myers Center Multipurpose Auditorium rentals. The fee **will be** 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). This fee is not refundable in the event of a cancellation by the renter.
- 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:** Arrangements for food and beverages must be approved in advance.
- REQUEST FOR RENTAL:** Requests for rentals must be received fourteen (14) calendar days before the rental time and/or event.
- 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. Use of food heating devices must be discussed with the appropriate Gaston College representative.
- 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.

Appendix RATES & FEES

DALLAS CAMPUS:

| | Monday – Friday | Saturday |
|--------------------------------------|-----------------|----------|
| Classroom | \$150 | \$200 |
| Myers Center Boardroom | \$150 | \$200 |
| Myers Center Multipurpose Auditorium | See below | |

KIMBRELL CAMPUS:

| | Monday – Friday | Saturday |
|-------------------------------|-----------------|----------|
| Classroom | \$150 | \$200 |
| 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.

