



### **Cancellations:**

If an event is cancelled or a schedule change is made, it is the responsibility of the requestor to inform the Facilities Auxiliary Services Supervisor at least **10 days in advance**. If advance notice is not given, the requestor may still be responsible for any direct costs incurred by the College. The College reserves the right to cancel any event due to inclement weather or other emergency situations.

### **Scheduling Conflicts:**

College courses and College sponsored activities shall have scheduling priority over external events. The Facilities Auxiliary Services Supervisor shall attempt to resolve any scheduling conflicts. If a solution that is acceptable to all parties is not achieved, the Director of Facilities and Projects and/or the Vice-President of Finance & Administration will make the final decision.

### **During the Event:**

The requestor must be present during the event and is responsible for the activities and attendees' compliance with College policies and procedures. In the event that the requestor cannot attend, they must inform the College of the name of the person assuming responsibility during the event. The requestor is responsible for any damages that may occur during the course of their sponsored event.

### **Catering:**

Facilities Auxiliary Services staff will coordinate the catering needs through College approved caterers for each campus to ensure safety and compliance with College policies. Please note that 10% of the catering bill will be added to the contract for the use of our kitchen.

### **North East Campus**

Building/ Room Number	Room Type	Seating Capacity	Room Charge *
TC 208 3 sections	Conference Center	200	\$400/ 4 hour block
TC 208 2 sections	Conference Center	120	\$350/ 4 hour block
TC 208 1 section	Conference Center	60	\$300/ 4 hour block
TC 106	Amphitheater	140	\$375/ 4 hour block
TC 214, 216, 218	Classroom	24-32	\$150/ 4 hour block
TC 205	Conference Room	12	\$100/ 4 hour block
TC313 TC411	Conference Room	12	\$85/ 4 hour block
EMB-213	Conference room	22	\$300/ 4 hour block

## Elkton Station

Building/ Room Number	Room Type	Seating Capacity	Room Charge *
ES 210, 342, 343	Conference Rooms	10	\$85/ 4 hour block
Elkton Station	Classrooms	16 - 24	\$85/ 4 hour block
ES 138	Performing Arts Hall <sup>1</sup>	70-116	\$350/ 4 hour block
ES 221	Tiered Lecture Hall <sup>2</sup>	58	\$300/ 4 hour block

**\* 50% discount for non-profit and government organizations on room rental fees only**

**Labor Costs for Additional College Services = \$30 per hour**

### **Custodial Services\***

### **Maintenance Services**

### **Security Services**

### **IT Support Services**

\*Custodial coverage charge includes required ½ hour before the event for any last minute adjustments / changes etc. and ½ hour after the actual scheduled times of the event for clean-up. Time required for room / space “Set-Ups” and “Tear-Downs” are an additional charge according to the rate structure above and are estimated based on the complexity of the set-up.

### **Technology Services:**

- Large screen ceiling video projectors
- Internet access
- Computer and zip drives for PowerPoint presentations
- Playing capabilities for CD, Video and DVD's
- Telephone conferencing
- Walk-Talk Boards
- 3M Boards

Please note that technology varies with each room. Submit all technology requests along with the initial rental request.

### **Security Services**

- Security must be on site for all events. Additional Security personnel may be required based on size and location of the event. This will be determined if applicable based on the schedule of the event.

### **• Catering**

### **Supplies/Equipment**

Per contract quote.

Per contract quote.

## **College Sponsored (Internal) Events:**

1. **30 days in advance:**  
Events must be scheduled at least 30 days prior to the event date to include completion of an Internal Event Request Form.
2. Equipment, set-up, IT, Public Safety, and catering needs should be submitted the day of booking space or within one week of booking. ***Failure to provide all details in a timely manner could result in an additional charge of \$50.00.***
3. A contract for the reservation will be sent to the requestor outlining all details including estimated costs for the event excluding catering.
4. **14 days in advance:**  
The signed contract must be submitted to the Facilities Auxiliary Services Supervisor. ***Failure to submit a signed confirmation will result in the cancellation of the reservation.***
5. **7 days in advance:**  
Provide final “head count” no later than 7 days prior to the event or the catering will be cancelled.
6. Catering invoices will be forwarded to the requesting department for processing to Accounts Payable.

## **Cancellations**

If an event is cancelled or a schedule change is made, it is the responsibility of the requestor to inform the Facilities Auxiliary Services Supervisor at least 48 hours in advance by email. If 48 hours’ notice is not given, the requestor may still be responsible for any direct costs incurred. The College reserves the right to cancel any event due to inclement weather or other emergency situations.

## **Scheduling Conflicts**

College courses and College sponsored activities shall have scheduling priority over external events. The Facilities Auxiliary Services Supervisor shall attempt to resolve any scheduling conflicts. If a solution that is acceptable to all parties is not achieved, the Director of Facilities and Projects or the Vice-President of Finance & Administration will make the final decision.

## **During the Event**

The requestor must be present during the event and is responsible for the activities and compliance with College policies and procedures by the attendees. In the event that the requestor cannot attend, they must inform the Facilities Auxiliary Services Supervisor of the name of the person assuming responsibility during the event. The requestor is responsible for any damages that may occur during the course of their sponsored event.

## **Catering**

The Facilities Auxiliary Services Supervisor will coordinate the catering needs through College approved caterers to ensure compliance with College policies. Invoices for catering will be sent directly to event sponsor's department for approval and processing. All other services will be approved and paid by the Facilities Office and then transferred monthly to the appropriate departments.

## **Labor Costs for Additional College Services = \$25 per hour**

### **Custodial Services\***

### **Maintenance Services**

### **Security Services**

### **IT Support Services**

\*Custodial coverage charge includes required ½ hour before and ½ hour after the actual scheduled times of the event. Time required for room / space "Set-Ups" and "Tear-Downs" are an additional charge according to the rate structure above and are estimated based on the complexity of the set-up.

Each College facility has different furnishings and equipment available. Additional requirements may need to be rented. Furniture and equipment will not be moved from building to building or campus, except under special circumstances approved by the President's Office or the Vice President of Finance & Administration.

## **Technology Services:**

- Large screen ceiling video projectors
- Internet access
- Computer and zip drives for PowerPoint presentations
- Slide projectors
- Overhead and opaque projectors
- Playing capabilities for, CD, Video and DVD's
- Telephone conferencing
- Walk-Talk boards
- 3M Boards

Please note that technology varies with each room. Technology requirements should be submitted with the initial rental request.

## **Security Services**

Security services are required for all events unless otherwise determined by the Director of Public Safety. If requesting to schedule an event outside of normal building operating hours, the requestor will need to request permission in writing to the Director of Public Safety.

## **Physical Education Gym Reservations**

The process of reserving the Gym is the same as any other location but specific labor charges apply because of the installation of the protective wood floor covering. All requests for the use of the gym floor/bleachers/stadium for a non-athletic event require the approval of the Athletic Director and the Vice President of Finance & Administration, due to the staff time and resources necessary to lay down the floor covering.

Reserving the gym will require the space to be blocked out for any activity the day before and the day after the date of the scheduled event because of the time needed to install and remove the floor covering.

The charge for installation and removal of the floor covering is \$325.00 and does not include set ups, tear downs, clean up and coverage by the custodial staff. Additional charges will apply for these services according to the “Labor Costs for Additional College Services”.

Additional tables and chairs needed other than what is in storage in the Physical Education building will be rented and charged to the event.

### **Catering**

Per contract quote.

### **Supplies/Equipment**

Per contract quote.