**TITLE:** **Facilities Utilization**

**PROCEDURE NUMBER:** **4-2-1011.3**

**RELATED POLICY AND PROCEDURES:** **4-2-1011 Facilities**

**DIVISION OF RESPONSIBILITY:** **Administrative**



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| **August 30, 2013** | **October 30, 2024** | **October 26, 2016** |
|---|---|---|
| **Date Approved by President** | **Date of Last Review** | **Date of Last Revision** |

**Administrative Responsibilities**

It is the responsibility of the Associate Vice President for Economic Development and Continuing Education with the assistance of the Conference Center Administrator to review and revise this procedure.

**Procedure**

**A. Room Scheduling**

The table below provides contact persons with responsibility for scheduling rooms and facilities. Facilities marked with an asterisk (*) are available for rental use.

| Room | | Scheduling Responsibility |
|---|---|---|
| 211A | | Administrative Assistant to the Vice President for Business and Finance |
| 241A | | Administrative Assistant to the Vice President for Academic Affairs |

| Room | | Scheduling Responsibility |
|---|---|---|
| College Board Room (222A) | | Administrative Assistant to the President |
| Administrative Dining Room and Kitchen 220 and 221A | | Administrative Assistant to the President |
| Conference Center & Continuing Education Facilities include:<br>B- Building classrooms 151B – 161B<br>James A. Medford Family Event Center | * | Conference Center Administrator |
| Room 106N, 108N, and Team Challenge Course | | Conference Center Administrator |
| Athletic Field | * | Conference Center Administrator<br>Associate Dean of Students (submits information for use for students)<br>Administrative Assistant to the President submits all other requests. |
| County Campuses | * | Campus Directors;<br>Dean County Campuses |
| PEN Classrooms and all Off Campus Rooms | | County Campus Dean<br>Campus Directors<br>IT<br>College Scheduler |
| Classrooms on a continual long term basis | | Administrative Assistant to the President |

**B. Lease Agreements**.

Persons requesting to rent a facility must sign a Lease Agreement.

1. Lease Agreement for Use with Alcohol.
2. Lease Agreement for Use without Alcohol.
3. James C Self Conference Center Lease Form

## C. Use of Facilities

The College reserves the right to reject any request for room use if, in the opinion of the Institutional Officers, such use could cause embarrassment to the College.

1. Priority of Use
    a. In general, the priority for use of Piedmont Technical College facilities is:
        i College training use.
        ii External training program room rental use then student clubs/college staff non-training uses.

    b. Officials identified above will schedule facilities consistent with the priorities listed in this procedure. When they have scheduled a facility for use, they will notify by issuing a schedule to maintenance and Campus Police and Security. Maintenance will provide heating/cooling to the area and Campus Police and Security will provide access and secure the facility after use.

    c. When the College receives a request that does not conform to the priorities specified in this directive, the scheduling official will refer it through channels to the President for decision.

2. College Use
   Use of facilities for College purposes may include the following:
    a. Educational programs that Piedmont Technical College sponsors including courses, workshops, or programs offered by the College. The College assumes responsibility for program content and gains full FTE credit for the program. This includes community service (HEGIS 8100) programs. Room fees may be waived for these programs based on benefit to the College.

    b. Educational programs that Piedmont Technical College cosponsors with an area employer. The College gains only partial FTE credit and its responsibility for program content varies with the program. Room fees may be waived for these programs based on benefit to the College. Food and beverage service fees are required.

    c. License and certificate testing (and related workshops and seminars) conducted by public agencies as an adjunct to College courses or as a community service and which have a direct occupational or vocational benefit for individuals or industry. Examples include AP Exams, Industrial Employment Testing, Wastewater Licensing examinations, etc. The College may or may not gain partial FTE credit and its responsibility for program content varies with the program. Room fees may be waived for these programs based on benefit to the college. Food and beverage service fees are required.

3. Employee Use of Facilities

    a. Full time employees of Piedmont Technical College may apply to rent College facilities for special occasions such as weddings, anniversaries,

etc. of immediate family members (parents, spouse, brother, sister, or child) on a space available basis.

b. Employees will receive a 30% discount on rental rate. However, employees must pay all deposit amounts as provided by rental agreements.

c. Employees cannot use the facilities for profitable use and are not permitted to sublease the facilities.

4. External Training Programs/Room Rental Use

These are defined as programs in which Piedmont Technical College participates as a sponsor or coordinator, but which produce no FTE credit for the College. Room fees are required unless exemption is granted by the College President. Included are:

a. Educational programs or meetings that area employers provide for their employees. Piedmont Technical College plays no role other than to coordinate support (room set-up, breaks, meals, etc.) for the company and the College does not receive any FTE credit. Room rental and food and beverage service fee are required.

b. Educational programs with other colleges and universities with which the College has written agreements to provide educational liaison and facility support. Piedmont Technical College will provide the appropriate facility support including room, coffee break and other facilitation support as scheduled and coordinated between the college and the external education coordinator. Room rental and food and beverage service fees may be required.

c. Training, qualification and certification programs that public or nonprofit agencies conduct for their employees. Piedmont Technical College plays no role other than to coordinate support (room set-up, breaks, meals, etc.) for the agency and the College does not receive any FTE credit. Room rental and food and beverage service fees may be required.

d. Training, qualifications, and certification programs that public or nonprofit agencies conduct as a community service. Scheduling is on a space available basis. Examples include:

i. United Way organizational meetings and qualification training for volunteers.
ii. Licensing or certification examinations by school athletic league organizations.
iii. IRS volunteer training, etc.

e. Other public agencies and non-profit organizations which:

i. Do not charge for attendance or otherwise realize a financial gain from their program (i.e. nothing can be sold).
ii. Program provides training for public service to residents of the College's service region.
iii. Programs do not compete with the College as an educational institution. Piedmont Technical College assumes no responsibilities and do not receive FTE credit. Scheduling is on a space available basis. A room fee is required unless exemption is granted by the College President.

f. Public or non-profit agencies which offer other programs.

g. Such as personnel updates, medical benefits briefings, etc., for their employees. Piedmont Technical College assumes no responsibilities and does not receive FTE credit. Scheduling is on a space available basis. A room fee is required unless exemption is granted by the College President.

h. Social/Community

Facilities are made available for a limited use by social and community events provided these meetings are not recurring and that they not interfere or conflict with priority, College or external training use. Space may be reassigned if rental client requests within 48 hours prior to event.

**D. Special Rules Applicable to Designated Facilities**

1. James A. Medford Family Event Center
Conference Center Administrator and Administrative Assistant to the President schedule and coordinate the use of the Event Center. Student use will have top priority, unless previously scheduled.

a. Requests for use by individuals or groups for purposes other than student activities are made by the Conference Center Administrator on a space available basis.

b. In addition, an event schedule is issued to notify the appropriate support staff (the evening administrator, Campus Police and Security, Director of Facilities Management and Environmental Supervisor).

c. Based on the number of occupants, a faculty or staff member, along with an adequate number of Campus Police and Security, must be present at all times when the building is in use.

2. Conference Center and Continuing Education Building: Student Use

a. Student use of these facilities may be authorized for educational programs such as leadership seminars and workshops which have been approved by the Associate Vice President for Economic Development and Continuing Education.

b. An advisor or faculty member must be present for all programs involving student use.

c. No room fees are required unless fees are charged for attendance. Food and beverage and service fees are required.

d. Student use of these facilities for dances, parties, or other social functions is not authorized, except that receptions may be held in conjunction with official meetings upon approval of the College President.

**E. Charges Associated with Facility Use**

The Conference Center, Continuing Education, Event Center, and College classroom facilities on the Lex Walters Campus (Greenwood) and County Campuses are available for use. These rates are set annually by the Associate Vice President for Economic Development and the Conference Center Administrator with final approval by Institutional Officers.

**F. Regularly Scheduled Meetings**

Piedmont Technical College does not permit regularly scheduled meetings of external groups in College facilities; professional organizations may be allowed on a space available basis. Examples: monthly club meetings, fraternal organization meetings, etc.

**G. General Requirements Governing Use of Facilities**

1. All approved activities must end no later than 12 midnight and the facility must be cleared for lock-up by 1:00 a.m. Any exceptions to this schedule must be approved in advance by the College President or designee and will normally be granted only in the case of college-wide functions.

2. Alcoholic beverages may only be consumed in accordance with PTC Procedure 8-7-1050.1 Use of Alcohol and Illegal Drugs.

3. Usage of all tobacco products is prohibited on campus in accordance with PTC Procedure 4-8-1060.1 Use of Tobacco Products on Campus.

4. Special attention must be paid to the clean-up responsibilities detailed in the application for use of facilities. The user will be charged a clean-up fee if the facilities have not been cleaned and returned to an orderly condition.

5. No athletic events are permitted in any facility without supervision by a designated College representative.