



***Use of Facilities Policy and Procedure***  
**Patrick Henry Community College**  
**J. Burness Frith Economic Development Center**



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**POLICY:**

**Community organizations in the college's service region are welcome to use facilities at Patrick Henry Community College for training, meetings, or community and educational events. No individual may use the facilities.**

**PROCEDURE:**

- 1. An Application for Use of Facilities must be submitted up to three months in advance.**  
A signed statement is required from the applicant agreeing to indemnify to hold and save the college harmless from any loss, damage, liability expense, claim or demand that may arise or be caused in any way by use of college facilities. A Certificate of Liability Insurance must accompany this request.
- 2. Reservations are not confirmed until the requestor has received written confirmation.**  
The application will be reviewed and may be rejected if it does not meet the policies and mission of the college.
- Facilities are not available on legal or college holidays or college closings. Events cannot interfere with the normal operation or educational programs of the college. The use of college facilities will be automatically canceled when the college is closed due to inclement weather.
- 4. The college reserves the right to cancel a scheduled event due to college needs.** If canceled, every attempt will be made to find other accommodations or reschedule. Please notify the Facility Coordinator as soon as possible should you need to cancel a scheduled event.
- PHCC reserves the right to impose reasonable conditions to assure compliance with regulations, and to reject an application from an organization that has previously misused facilities or breached an agreement.
- Because PHCC facilities are first and foremost teaching facilities and students have access to these facilities, alcohol is not appropriate or allowed on any college property.

**GUIDELINES:**

- Please forward a copy of invitations and/or advertising materials to the Facility Coordinator for informational purposes.
- All advertising materials must be approved prior to being used or distributed on college campus. Please direct all such materials to Randy Ferguson, Public Relations and Marketing Manager, at [rferguson@patrickhenry.edu](mailto:rferguson@patrickhenry.edu).

- Ensure that no one is likely to receive personal injury, and that the college property is not likely to be damaged or destroyed.
- It is expected that property and facilities shall be returned to the same condition as found. User's property and equipment must be removed from college facilities immediately following the event.
- Please remove all trash when food is served; there is a dumpster located adjacent to the building.
- Please note that there are staff offices and classes that meet in the Frith building, and many times testing is being administered. Therefore, the noise level must be kept to a minimum. Please direct your attendees to this at the beginning of your event.
- There are two sets of restrooms located in the Frith building. Please familiarize yourself with these prior to the event and direct your attendees to this at the beginning of your event.
- As a sponsor, you are responsible for all damages incurred as a result of your sponsored event. You will be charged for the cost of replacement for damaged or removed property.
- All PHCC buildings are smoke-free. There are designated smoking areas at the front entrance and on the back patio of the building.
- PHCC does not provide copier service, flipcharts, or other clerical services.
- Children must be supervised at all times. The college is not responsible for visiting children who are left unattended.

### **EQUIPMENT:**

All classrooms and computer labs are equipped with an instructor desk, computer, internet access, projector and screen. The Exhibit Hall is equipped with a podium, laptop, internet access, projector, screen and hand-held microphone with stand. Computers: Username [PHCC], Password [leave blank]. Important note: Do not place USB flash drive in the computer until after it has booted up. There is a control box on the wall for the projector and screen; press the "ON" button to start the projector and the "screen down" button to lower the screen. It will take a few minutes for the projector to warm up. There is a volume button on the control box, or you may need to adjust the volume on the laptop.

### **EXHIBIT HALL:**



The Exhibit Hall is equipped with 26 (6 ft. x 30 in.) tables with rollers, which seat 2-6 people each, and 100 chairs. The standard room arrangement is classroom style. You are responsible for any changes in this arrangement, and it must be returned to its original setup upon departure. The light switches are located in a locked closet. There is a thermostat located in the room that can be adjusted as needed.

### **SUPPORT:**

For questions, concerns, or issues with equipment, lighting, or room temperature during an event, scheduled within normal office hours, please contact Sue Ann Ehmann at 276.656.0206. Please note that there is no staff or technical support available on campus after 5:00 p.m. on weekdays or on weekends. The security officer will ensure the building and room/s are unlocked and that the lights are turned on for after-hours events. Security can be reached for this purpose and emergencies at 276.732.2406.

**Revised August 2016**

**CHARGES FOR THE FRITH BUILDING:**

There will be no charge for public schools, local governments, non-profit organizations and PHCC Foundation contributors. Patrick Henry Community College charges a base (minimum) fee for use of its facilities. Base fees include utilities and the services of an employee to open and close the facility. Additional fees may result if special services, such as a technician, custodian, or security are needed.

<b>Exhibit Hall</b> (Seats up to 100)	<b>Computer Lab</b> (Seats 20 or 25)	<b>Lecture Classroom</b> (Seats up to 24)	<b>Boardroom</b> (Seats 8)
\$200 up to 8 hours	\$200 up to 8 hours	\$100 up to 8 hours	\$50 up to 4 hours



**645 Patriot Avenue  
Martinsville VA 24112**

**For more information about the use of facilities on PHCC main campus:  
Contact the Facilities Director at (276) 656-0239**

*Patrick Henry Community College does not discriminate on the basis of race, color, national origin, sex, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policy: Affirmative Action Coordinator, Francis T. West Hall, room 148, (276) 656-0212.*