



Patrick
HENRY

Community College

*Facilities Use
Policy*

Revised August 2016



Patrick Henry Community College wants to foster a relationship with the community that leads to educational and cultural enlightenment. Community organizations and groups in the college's service region are welcome to use campus facilities and its available resources for meetings or other events. Our first commitment remains with our faculty, staff and students. **To that end, the college reserves the right to disapprove requests based solely on the college's inability to provide adequate support for the event or in cases where approving the event would significantly impact the college resources and/or limit the college's ability to meet its primary obligation to its faculty, staff and students.**



Guidelines

A written request may be submitted up to ninety (90) days in advance of the event. Applicants must submit an *Application for Use of Facilities* form accompanied by a *Certificate of Liability Insurance* a minimum of two weeks in advance of the event. Nonprofit organizations must also submit a *Certificate of Exemption* with the application to confirm the organization's exemption from sales tax for the planned activity. Failure to provide the certificates will result in rejection of the application. **Reservations are not confirmed until the applicant has received written confirmation.** The confirmation form is your admission to the facility; bring it with you!

Facilities are not available on legal or college holidays, or during registration and exam periods. Events cannot interfere with the normal operation or educational programs of the college. Use of college facilities will be automatically cancelled when the college is closed due to inclement weather. The event sponsor is responsible for notifying participants of cancellation.

The Sponsor must contact the Facilities Coordinator for any special set-up arrangements or equipment. Additional fees may be charged for these services. The sponsoring organization must attend to the special needs of participants, such as hearing or visual disabilities.

The sponsor must be present during the entire event to ensure the safety and good conduct of event participants, adherence to college policies and the proper care of college facilities, furniture and equipment. A joint inspection of the facility will be made before and after your event. It is expected that property and facilities shall be returned to the same condition as found. Trash must be removed and placed in the dumpster immediately following the event. Dumpsters are located adjacent to each building. User's property and equipment must be removed from the college facilities immediately following the event.

The sponsor's organization is responsible for any damage, liability, expense, claim or demand that may arise from or be caused in any way by sponsor's use of college facilities. You will be charged for the cost of replacement for damaged or removed property and any additional cleaning or clearing.

The college reserves the right to cancel a scheduled activity due to college needs. If it is necessary to cancel your event, every attempt will be made to reschedule within 30 days. **Should you need to cancel, notify the Facilities Coordinator as soon as possible.** PHCC reserves the right to impose reasonable conditions to assure compliance with regulations, and to reject an application from an organization or group that has previously misused facilities or breached an agreement.

A microphone can be supplied for meetings. If a computerized sound system is required, you should supply a trained technician. If you cannot, the college may be able to provide one for an additional fee (see rate schedule).

Food and drink are not permitted in computer labs, Walker Fine Arts Theatre, or the gymnasium. Tobacco products are not permitted in any of the PHCC facilities or the arboretum. There are posted areas for smoking outside each building.

The following are prohibited on college premises:

- Firearms, knives or weapons of any type, except when carried by duly sworn officers of the law.
- Illegal drugs or alcohol.

The discovery of a violation of these prohibitions may result in the immediate cancellation of the event without refund.

Event: No public dances, wedding receptions, birthday parties, reunions or concerts are allowed.

Event Duration: All events must end by midnight.

Theatre: Renting the theatre for speaking events allows use of the “house lights” only (located above the seating area). If your event requires use of the stage lights, the college may be able to provide a technician for a fee (see rate schedule). A hand held microphone and dressing rooms are available. Please request these items on your application form if you intend to use them.

*Rental of the theater for a **production** requires filling out the **Walker Theater Use Agreement**.

Gymnasium: Scheduling is limited due to sporting events.

Heavy objects should not be rolled on the floor. Such objects should be moved only on the sides of the floor, close to the bleachers. **There will be no exceptions.**

Only shoes with soles like tennis or basketball shoes can be worn on the main floor for physical education classes or sports events. Regular shoes may be worn for special events. Any type of cleated shoes or spiked high heels may not be worn on the floor.

Materials: PHCC does not provide copier service, flipcharts for seminars or workshops, or other clerical services.

Promotion: The college must approve promotional and advertising materials used or distributed on campus. Prior approval may be obtained through the *Public Relations and Marketing Manager* Randy Ferguson at rferguson@patrickhenry.edu Approved materials may only be posted on designated bulletin boards. Materials may **not** be placed on automobiles.

Alcohol: Is **not** permitted and may **not** be served at any event.

Outdoor Sound: Amplified sound must be approved in advance and will be denied during major college events and critical academic dates.

Parking: Persons requesting use of college facilities shall be responsible for parking arrangements. Visitors should be directed to park within white line spaces. Vehicles must remain on roadways and park only where legally permitted. Activities must be situated such as not to impede or block the normal flow of traffic.

Pets: Pets are not permitted in the college buildings except in special cases, such as service dogs, and must be attended by the owner.

Public Safety Approval: Certain events **require** a meeting with Campus Police and the Facilities Coordinator to discuss event specifics and obtain approval. This meeting must take place two weeks prior to the event date. Events that require this meeting include, but are not limited to, cash handling events and events with over 125 attendees.



For more information about the rental of available facilities at Patrick Henry Community College, contact the Facilities Director at 276.638.8777.

For more information about any programs or services at Patrick Henry Community College, visit the main campus in Martinsville, or call 276.638.8777

Charges

Patrick Henry Community College charges a base (minimum) fee for use of its facilities. In addition, there is an hourly charge for each hour over three. Base fees include utilities and 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. **Payment in full is required two week in advance, as well as Certification of Insurance.** Payment may be made by check, or interagency transfer in the case of state agencies. At the discretion of the college, fees may be partially or fully waived for events in which a faculty or staff member serves as the sponsor.

*Security will be required only if the event occurs outside normal operating hours.

† Additional tables and chairs are available in the gym at a cost of \$1.00/table and \$0.50/chair.

Additionally...

Outside groups using facilities must hire Henry County Sheriff's office deputies. Contact the Facilities Coordinator at 276.638.8777 if special set-up arrangements or equipment is needed. Additional charges may apply.

Main Campus Facilities										Off-Campus Facilities	
Facilities	Collins Gym	Walker Theatre	Walker Cafeteria	Hooker Exhibit Hall	Lecture Classroom	Computer Lab	Tennis Courts	Baseball-Multi-purpose Field	Outdoor Volleyball Court	Lecture Classroom	Computer Lab
Base Fee	\$350 up to 4 hours	\$300 up to 4 hours	\$150 up to 4 hours	\$200 up to 8 hours	\$100 up to 8 hours	\$200 up to 8 hours	\$100 up to 8 hours	\$100 up to 8 hours	\$50 up to 8 hours	\$50 up to 8 hours	\$100 up to 8 hours
Hourly Rate	\$75 each hour over 4	\$75 each hour over 4	\$50 each hour over 4	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Optional Fees											
Sound Technician	Not Applicable	\$100 minimum	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Lighting Technician	Not Applicable	\$100 minimum	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Notes:											
1.	Collins Gym in William F. Stone Hall: Base fee includes setup of tables and chairs for 250 people. Additional tables and chairs are available at the cost of \$1 per table and .50 per chair.										
2.	Walker Theatre in the Walker Fine Arts - Student Center: Seats 314										
3.	Walker Cafeteris in the Walker Fine Arts - Student Center: Seats approximately 50. Kitchen access not included.										
4.	Hooker Exhibit Hall located in the J. Burness Frith Economic Development Center: Seats 80.										
5.	On-Campus Lecture Classroom: Seats 20 - 40.										
6.	Hourly rate charged for each additional hour above 4 hours of use.										
7.	PHCC's sound technician will assist with programs in the Walker Theatre for a minimum charge of \$100 + \$25 per hour for each hour over 4.										
8.	PHCC's lighting technician will assist with programs in the Walker Theatre for a minimum charge of \$100 + \$25 per hour for each hour over 4.										
9.	Walker Theater Use Agreement to be used for productions.										

**645 Patriot Avenue
Martinsville, Virginia 24112**

Patrick Henry Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Patrick Henry Community College does not discriminate on the grounds of race, color, national origin, sex, age or handicap in the administration of any of its education programs, activities or with respect to admissions and employment. Inquiries may be made to the Affirmative Action coordinator, located in the administration building, room 148, 276.638.8777, ext. 0214. The 504 Coordinator is located in the Learning Resources Center, ext. 0257.