



Patrick
& Henry
Community College

*Facilities Use
Policy*

Revised August 2024



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, use of the facility is at the sole discretion of the college and any Facilities Use Agreement may be canceled by the college at any time depending upon the particular circumstances. Also, 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 adversely impact the college resources and/or limit the college's ability to meet its primary obligation to its faculty, staff and students. If a fee has been collected then such fees will be fully refunded.**



Guidelines

All events must have an institution-affiliated sponsor or be pursuant to a signed facility use and/or rental agreement with an external third-party user that obligates the third-party user to comply with the College's use rules. Both institution-affiliated and external third-party users must designate someone onsite or immediately available throughout the event who is responsible for ensuring compliance with use rules.

An advance reservation process with a written agreement is required. The agreement must include specified times and identified locations for the reserved use. Such reservation must include an agreement to follow College facility use rules and to comply with all federal, state, and local laws. The reserving individual must acknowledge these obligations and agree to comply. Groups and individuals participating in the facility use activities are accountable for compliance with the provisions of this policy. Violations of this policy may be grounds for disciplinary action against students and employees. Violations of this policy also constitute grounds for revocation of the user's facility use permit. Individuals or groups who invite non-College participants may be held accountable for such participants' compliance with this policy.

An organization may submit a written request 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. Athletic teams may use the facilities on such days only when they have a game scheduled for the following day. In such event, the athletic team must be accompanied by the head coach and security must be notified of such use at least 24 hours in advance. 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 and/or coach is responsible for ascertaining when the college is closed due to inclement weather and for notifying participants of cancellation. Certain locations are altogether prohibited from usage for events, including designated student housing, administrative buildings, and academic buildings during instructional time.

An Event Sponsor must contact the Facilities Director 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 Event 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. The Event Sponsor's property and equipment must be removed from the college facilities immediately following the event.

The Event 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 Director**

as soon as possible. P&HCC 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. The use of tobacco products is not permitted in any of the P&HCC facilities or within 15 feet of the facilities. There are posted areas for smoking outside each building.

No illegal activity is permitted at events. 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.

Disrupting or obstructing the normal learning, living, or work environments of other members of the College community or the functions or activities of the College (as well as activities conducted on the College's property with its permission) is prohibited. Examples include: blocking entrances, corridors or exits; interfering with ongoing educational activities, cultural events, or recreational, extracurricular or athletic programs; unauthorized presence in a building after normal closing hours or after notice that the building is being closed; interfering with vehicular or pedestrian traffic; creating unsanitary conditions; and interfering with any other effort to protect the health and safety of members of the College community or larger public.

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

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

Camping Tent. The construction or occupation of a Camping Tent is prohibited.

1. "Camping Tent" means any collapsible tent or structure, typically having as its basic components a flexible material supported by a framework, designed, intended, or used as temporary shelter while camping or on recreational outdoor outings. Camping Tents may include tents known as "pup tents," "dome tents," "cabin tents," "hiker tents," and "backpacking tents."

2. A "Camping Tent" does not include a tent with all sides entirely open and where there is an unobstructed view into such tent from the outside at all angles.

3. All tents require advance approval through the facility use approval process. Only Event Tents shall be permitted to remain on the property overnight. All other tents of any type must be removed no later than college campus close time.

- a. "Event Tent" is a non-Camping Tent and is not less than 400 square feet or a tent that requires skilled or professional installation and removal.
 - i. Event Tents must comply with all other College Facility Use policy.
 - ii. Event Tents may not be occupied or used during the hours of college campus close and open time, with closing time.

4. Camping is prohibited on property owned, leased, or operated by the College, Virginia Community College System, or their foundations.

- a. "Camping" means the act of using any part of the property or facilities for living accommodation purposes, such as establishment of temporary or permanent living quarters, sleeping outdoors overnight or making preparations for overnight sleeping (including the laying down of bedding), storing personal belongings, using any tent, shelter, or similar structure regardless of size for sleeping; sleeping in, on, or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy.
- b. "Camping" does not include the use of College, VCCS, or their foundations' property that has been wholly or partially designated as sleeping or relaxation areas; a tailgating activity in conjunction with a College, VCCS,

or foundation event; or the use of temporary hammocks or lounge furniture on College, VCCS, or foundation owned property for recreation or studying activities outdoors during the hours which the college campus is open.

5. These prohibitions shall not apply to the College, the Virginia Community College System Office, or the College or System foundations or to Non-Camping Tents erected for their use.

6. These prohibitions shall not apply to federal, state, or local governments or their agencies or to Non-Camping Tents erected for their use.

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.

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

Event Duration: All events must end by midnight.

Gymnasium: Scheduling is limited due to sporting events.

Use of the weight room, "Slim Gym", and locker and shower facilities is strictly limited to P&HCC faculty, staff, and currently enrolled students.

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: P&HCC does not provide copier service, flipcharts for seminars or workshops, or other clerical services.

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.

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

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.



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 handheld 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**.

***Security will always be required for Stone Hall Gym or if an event occurs outside normal operating hours. If the event occurs outside the normal operating hours, then groups using the facilities must hire Henry County Sheriff's deputies.**

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

Contact the Facilities Coordinator at 276.638.8777 if special set-up arrangements or equipment is needed. Additional charges may apply.

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

**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.