**DANVILLE COMMUNITY COLLEGE**

**USE OF COLLEGE FACILITIES FORM**

**Deliver this completed form to the Vice President of Financial and Administrative Services (Wyatt 103) a minimum of two weeks prior to the event.**

1. Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Purpose of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. College Sponsor (required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Date of Application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Date(s) Facilities Needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Purpose for Use of Facilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Estimated Attendance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. ACTIVITY SCHEDULE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE(S) | DAY OF WEEK | NATURE OF ACTIVITY | TIME FROM | TIME TO |
|  |  |  |  |  |
|  |  |  |  |  |

10. The undersigned hereby makes application to Danville Community College for use of College Facilities listed below. The undersigned warrants that the applicant(s) will observe all regulations of Danville Community College and that the applicant(s) will exercise the utmost care in the use of the College’s premises and property, and will make good of any damage arising from applicant’s use of said premises and property.

Note: Facilities will not be available, even if previously reserved, if the College is closed for any reason.

Applicant’s Signature Address

Telephone Number Email address

**CAMPUS APPROVAL**

Facility Assigned: Date Received:

 Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Approval (President or Vice President)

Copy: Building and Grounds  *(See below for Use of College Facilities Policy)*

 Security

**DANVILLE COMMUNITY COLLEGE USE OF COLLEGE FACILITIES POLICY**

Students, student organizations, college employees, non-profit community groups and organizations 501©, and four-year colleges and universities may request use of college facilities on a space-available basis and on a first-come, first-served basis. In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern: (1) official college-sponsored activities and events; (2) recognized student organization activities and events; (3) student activities and events; and, (4) all other activities and events.

Use of college facilities is limited to non-competing training, business meetings, performances, and expressive activity.

These requests may be denied for the following reasons:

a. The requested venue is an indoor facility that the college has designated as not available for expressive activity under Section 4400.2 of this policy;

b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to Section 4400.2 of this policy;

c. The venue is already reserved for another event.

d. The activity will attract a crowd larger than the venue can safely contain;

e. The activity will substantially disrupt another event being held at a neighboring venue;

f. The activity will substantially disrupt college operations *(including classes)*;

g. The activity is a clear and present threat to public safety, according to the college’s police or security department;

h. The activity will occur during college examination periods; or

i. The activity is unlawful.

Facilities are available Monday through Thursday from 8:00 am to 9:00 pm,and from 8:00 am to 5:00 pm on Friday. Permission to use facilities includes use of campus parking lots, but does not guarantee that adequate parking will be available at the time of the event. Facilities will not be available, even if previously reserved, if the college is closed due to weather events or an emergency situation. Should the college be closed, it is the responsibility of the individual or group that reserved the facility to notify participants.

Audio-visual and IT support are not normally available during facility usage. College-approved training on a room’s computer, sound, and projection systems is the responsibility of the user and must be completed prior to the use of the facility. Training by college personnel is based on the availability of those personnel and is not guaranteed prior to the event.

Requests for use of facilities should be made at least two weeks in advance of the intended date of usage. A Use of College Facilities Form should be completed, delivered to the Vice President of Financial and Administrative Services (located in Wyatt 103) and approved prior to the scheduled time of the activity.

**Note:**

* + Furniture arrangements *(tables, desks, chairs, podiums)* must be left s found or returned to their original positions at the end of the event;
	+ All waste must be placed in trash cans;
	+ Whiteboards must be cleaned if used;
	+ Users must supply flip charts and erasable markers *(use of permanent markers is prohibited)*.

***Failure to comply with terms of use may result in the loss of future use privileges.***

*Effective September 1, 2017*