

## I. CAMPUS FACILITIES

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### I-1.1 Use of Facilities and Grounds

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#### I-1.1.1 Use of Facilities by College-Affiliated and Outside Groups

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Guilford Technical Community College's buildings and allied facilities are available to responsible groups when such use is determined to be beneficial to the citizens of Guilford County and/or GTCC, and when it will not interfere with or be detrimental to the ongoing mission, educational programs, operations, or facilities of the college.

Non-affiliated groups may not use the facilities for profit-making purposes except as specified under [G. S. 66-58\(c\)](#) and [G. S. 115D-20\(12\)](#). UNC Institutions may have access to GTCC facilities as specified in the Memorandum of Understanding between the North Carolina Community College System and the University of North Carolina [APPENDIX III]. Private businesses that loan or donate instructional equipment may use college facilities on a limited basis to demonstrate the equipment to customers or potential customers in accordance with [State Board of Community College Code SBCCC 02C.0503](#).

Attendance at any event may not be restricted on the basis of race, sex, color, religious affiliation, national origin, or disability.

When required, charges for the use of the facilities shall be made according to the schedule of fees outlined in the procedural guidelines of this policy.

#### Procedure

##### Overview

For inquiries (including cost and availability information) regarding The Conference Center at GTCC or the Clubhouse at Cameron Campus, located on the Donald W. Cameron Campus, please contact The Conference Center directly at 833-62052 or [ccevents@gtcc.edu](mailto:ccevents@gtcc.edu). You may also submit a proposal request online at

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- e. Outside groups using college facilities may not use them for fund-raising, in a commercial venture, for personal use, or for personal financial gain. Any use of college facilities as a setting for still pictures, portraits, videos or movies that are not part of the college's instructional or marketing programs, ~~must~~ be expressly approved by the president or the designee.
  - f. Groups using college facilities may not assume or imply that permission to use college facilities represents college endorsement or sponsorship of the group, its purpose or activities. The college reserves the right to require a disclaimer be placed on all advertisements related to the use of its facilities. The disclaimer shall read: "Guilford Technical Community College is not affiliated with, and does not necessarily endorse the opinions, beliefs, statements, writings, or philosophies expressed ~~by~~ activity or its participants."
  - g. Groups using college facilities may not refuse college officials entry to facilities in which the group's activity is being held.
  - h. Groups using college facilities may not limit, restrict, disrupt, or in any way inhibit the normal programs of the college or other college-sponsored activities.
  - i. Groups using college facilities shall not utilize contract, proprietary, or volunteer traffic control or event security personnel (whether licensed or unlicensed) at events on any college property. Members of protective details (other than sworn law enforcement personnel with territorial jurisdiction ~~on~~ college property) accompanying speakers, performers, or other guests may not possess firearms or other weapons on college property.
  - j. Groups may not tape or in any way adhere signage to walls, doors, or other painted surfaces. Permission must be granted by the vice president, Operations & Facilities (or designee) prior to hanging any signage. Once permission is granted, signage must be hung as directed by college staff.
  - k. GTCC is open to people of all faiths and practices, however [Establishment Clause of the First Amendment](#) prevents GTCC from supporting a particular religion or religious practice. As a state supported and public institution, GTCC is limited by legal obligations and can therefore not designate facilities for the specific purpose of prayer or religious observance.
8. The following fees shall be charged for use of college facilities on all GTCC campuses (excluding The Conference Center at GTCC and The Clubhouse at Cameron Campus):

<u>Facility</u>	<u>Single Session Use</u>
<u>All Campuses</u>	
Auditoriums (except Koury Auditorium)	\$225
Classroom	\$75
Conference Room	\$150
Parking Lots, Courtyards, and/or Grounds (per area)	\$250
<u>Greensboro Campus:</u>	
Adult Education, W1 News and Record Room 221	\$225
Campus Center, W4 Student Rotunda, Room 100	\$250

Continuing Education, W2 Room 152 (A, B, C) \$75 per room

High Point Campus:

Amphitheater \$500  
Community Room (H4, Room 203) \$225

Jamestown Campus:

Koury Auditorium \$750  
Laboratory \$300  
Medlin Meeting Rooms (All 2700 rooms) \$675  
Medlin Meeting Rooms 2701, 2702, or 2703 \$225 per room

Note: The showroom in the Center for Advanced Manufacturing is reserved for college-sponsored events only until further notice  
Time needed for set up and breakdown constitutes an additional hour of labor billing at the current hourly rate.

b. Audiovisual Equipment

The college supplies the AV equipment listed below depending upon availability of equipment and technician.

Projector system and/or podium with built-in microphone - \$50.00 per day  
Dedicated technician working the event - current hourly rate (upon availability)

If a group intends to use any other equipment, rental is available from local vendors. It is required that any arrangements for outside rentals/vendors be communicated with the events scheduler at least two weeks prior to the event. Such equipment is the responsibility of the requesting party, using one of the college's preferred vendors. It is also required that all rental equipment is removed from the facility at the conclusion of the event. Fees are due at the time the room is scheduled and no later than one week before the scheduled event. GTCC may cancel the event if payment is not received by the due date.

A cancellation notice or changes of a scheduled event must be provided at least three business days prior to the event to be eligible for a refund. Any changes requested within three business days prior to the event will be subject to availability and ~~cost~~ ~~price~~

- c. In cases where the requested use of the facilities does not clearly fit the uses specified in section 3 or section 4, the Conference Center director shall determine an appropriate fee assessment.
- d. If the presence of any GTCC employees (technicians, campus police) is necessary under this policy for a meeting which occurs after their normal working hours, the college will charge the using group a fee sufficient to reimburse the college for overtime/compensatory time and benefits for such personnel. The Conference Center director may waive the fee if it is in the best interest of GTCC.



Revised

04/19/2007