



## FACILITIES RENTAL POLICY

Texas Education Code 130.123(c) authorizes the Trinity Valley Community College Board to fix and collect rentals, rates, charges, and/or fees from students and others for the occupancy, use, or availability of any of its property, buildings, structures, activities, operations, or facilities of any nature in such amounts and in such manner as the Board determines. For the purposes of this policy, *facilities* include property, grounds, buildings, structures, and services that TVCC owns or operates.

### **Use of Facilities**

The Vice President of Instruction or designee may schedule course sections in any academic spaces TVCC owns or operates to maximize enrollment efficiency, student convenience, and facility utilization efficiency. College departments, student organizations, and registered students desiring to use TVCC facilities for purposes other than course scheduling should direct requests to the Executive Assistant to the Vice President of Operations at 903-675-6206.

When facilities are not reserved for TVCC use, non-College entities or individuals may contact the College requesting to rent facilities at reasonable rates in accordance with this policy. See “Facilities Rental Price Sheet” below for for-profit and non-profit pricing. TVCC activities have first priority for use of its facilities, including property, buildings, structures, and services. The College may negotiate rates on a case-by-case basis for use of any athletic facilities for local high school games or tournaments. Payment must be made in full one week prior to event, as well as a completed Facility Use Form and deposit of half total due at the time of reservation. Cancellation one week prior to event is required in order to receive refund. TVCC may require College security officers to be present for the event at the renter’s expense.

A designated event organizer assumes full responsibility for the facility and contents during the course of the event or activity. This organizer agrees to supervise the activity and make restitution for the same. TVCC provides no insurance to or for the renting party or user. Facility renters expressly assume full responsibility for the character, acts, omissions, and conduct of all persons who perform services at the facility or premises on behalf of the renter and for all persons who attend the event held by the renting party at the premises. Designated College personnel, such as police officers and building services technicians, shall retain the right of access to the premises to the extent deemed necessary by the College at any time to investigate any suspected violations of facility rental policies or otherwise in connection with the ownership of the property.

### **Restrictions**

Renting entities or individuals shall obey, and shall cause its employees, contractors, agents, representatives, guests, and invitees to obey, all laws, ordinances, and regulations of the United States, the State of Texas, and the local authorities; all TVCC Board policies; and all rules and requirements of the local police and fire departments. TVCC reserves the right to establish rules

and regulations for use of its facilities and revise such rules and regulations as the College deems prudent. Violation of any laws, ordinances, rules, or regulations may result in cancellation of event with no refund or forfeiture of consideration for future College facility rental requests.

All activities are subject to availability and must not supplant the regularly scheduled activities of the College, such as instructional programs or College organizations. The College may deny facilities use requests from Non-College parties or individuals. Non-College entities or individuals that have previously violated the College's facility rental policies, damaged College property, or have an unpaid debt to the College may be denied use of facilities. Non-College organizations that charge admission or solicit funds may be denied use of facilities or charged an additional fee.

Facility rental requests for dates when the College is closed may be denied or charged an additional fee. Contact TVCC's dining vendor, Great Western Dining, at 903-670-2604 or [duane.miller@gwdining.net](mailto:duane.miller@gwdining.net) for event catering rates. No alcoholic beverages may be served or brought onto campus by anyone using College facilities. Illegal drugs, firearms, fireworks, or smoking are not allowed on College property. Renting entities or individuals are prohibited from affixing anything to the walls, ceilings, floors, or curtains with staples, tape, glue, or in any other manner without College approval. TVCC reserves the right to require one or more police officers present for any event or activity at the renting entity's expense.

Designated College facilities have features or equipment that (a) present potential safety risks, (b) may be highly expensive to repair or replace if used inappropriately, and/or (c) if damaged or lost may result in unacceptable interference with College operations or academic activities. The College may deny use of such facilities by Non-College entities or individuals on these grounds. The College President is authorized to add facilities to the following list as necessary. TVCC's designated facilities include:

- Cardinal Gym
- Soccer Field
- Ballroom
- Auditorium



## FACILITY RENTAL PRICE SHEET

The TVCC Board of Trustees have established the following rates and fees for use of College facilities. The College President is authorized to adjust or waive rates, charges, and fees on a case-by-case basis if the intended use supports the fulfillment of TVCC’s mission or contributes to student recruitment efforts.

### DORMITORY SPACE

Maximum of 240 including South, West, and Northeast Halls.

<i>Fee</i>	<i>For Profit</i>	<i>Nonprofit</i>
Room Rent	\$100 per night	\$50 per night
Lost Keys	\$100	\$100
Housing Staff	\$200 per night/per facility	\$100 per night/per facility

### MEALS

Contact Great Western at [duane.miller@gwdining.net](mailto:duane.miller@gwdining.net).

### FACILITIES

<i>Location</i>	<i>For Profit</i>	<i>Nonprofit</i>
Ballroom	\$650 (half day)/\$1,000 (full day) \$300 additional fee for floor covering if necessary.	\$450 (half day) / \$700 (full day) \$300 additional fee for floor covering if necessary.
Auditorium	\$500 (half day) / \$750 (full day)	\$350 (half day) / \$525 (full day)
Cardinal Gym	\$1,000 (half day) / \$1,500 (full day) \$300 additional fee for floor covering	\$700 (half day) / \$1,050 (full day) \$300 additional fee for floor cov.
Soccer Field	\$1,000 (half day) / \$1,500 (full day)	\$700 (half day) / \$1,050 (full day)
Classrooms	\$350 (half day) / \$525 (full day)	\$250 (half day) / \$375 (full day)
Cafeteria Conference Room	\$350 (half day) / \$525 (full day)	\$250 (half day) / \$375 (full day)
Parking Lot	\$100 per hour per lot (4-hour min.)	\$50 per hour per lot (4-hour min.)

### OTHER FEES

<i>Service/Equipment</i>	<i>For Profit</i>	<i>Nonprofit</i>
Media Equipment & Assistance	\$50 per hour per staff member (4-hour min.)	\$50 per hour per staff member (4-hour min.).
Security	\$50 per hour per officer (4-hour min.)	\$50 per hour per officer (4-hour min.).
Set Up/Clean Up	\$50 per hour per worker (4-hour min.)	\$50 per hour per worker (4-hour min.).
Building Services Call Out	\$50 per hour per worker (4-hour min.)	\$50 per hour per worker (4-hour min.).
Additional Tables and Chairs	\$30 per table / \$10 per chair	\$30 per table / \$10 per chair