



## RENTAL OF FACILITIES PROCEDURE

### SCOPE

This policy allows for the occasional, short-term use of college owned facilities by groups other than Grayson College or the Grayson College Foundation. Repetitive or long-term use of a facility is not addressed by this policy and must be accomplished through a lease agreement approved by the college's Board of Trustees.

Facilities are available for rent only if they are not scheduled for use by the college or the foundation, and then on a first-come, first served basis.

### **Contact:**

<b>Arts &amp; Communications Bldg.</b>	<b>Center for Workplace Learning</b>	<b>All other buildings</b>
<b>Alison Trapp 903-463-8609</b>	<b>Kasey Britt 903-415-2525</b>	<b>Jacob Simons, Facilities Coordinator 903-463-8640</b>

**Prospective renters may schedule to see the facility before renting.**

### **CHARGES BASED ON IDENTITY OF RENTER**

#### **Category 1: Charged for janitorial and Other Support Services Only**

- Public school districts within our district
- Local governments, political sub-division and other organizations that are directly supported by taxation within our district (city government, county government, local economic development corporations, for example)
- Charity and fund-raising organizations (United Way and its member agencies, for example)
- Civic and service groups (Kiwanis, Rotary, League of Women Voters, for example)

#### **Category 2: Charged Rent and for Janitorial and Other Support Services**

- Political parties
- Churches
- Businesses all other organizations
- Individuals

Capacity:

250 – Meeting/Dining Facility    40/60 – Meeting/Dining Facility    450- Auditorium

The following charges apply to any of the above facilities: (Friday after 4 pm is considered a weekend)

Minimum Rental:        \$30/hr. – 3hr. minimum

                                  \$50/hr. – 3hr. minimum (Gym only)

Clean Up:                \$25 – 1hr. before/1 hr. after (Week Days)

Clean Up:                \$35 – 1hr. before/1 hr. after (Weekend/Holidays)

Deposit:                 \$250 – Damage Deposit

                                  \$500 – Damage Deposit (Gym only)

Deposit will be returned after building has been cleaned & inspected

***All renters are responsible for leaving the building in the condition that it was received.***

#### **CONTACT INFORMATION**

Please call the following contact person to make arrangements to verify that your event date and time are available. Grayson College thanks you for considering our facility as your event location and we look forward to making your event a success.

Contact Name:  
Phone Number:  
Email:  
Address:

Grayson Room / Community Room / Gym

Stacie Pope  
903-463-8640  
[rentals@grayson.edu](mailto:rentals@grayson.edu)  
6101 Grayson Drive  
Denison, TX 75020

#### **CATERING**

For events where food is served, the renter must use the food service vendor that operates the college's dining facility.

Diane Radcliff  
Catering Director  
Great Western Dining  
(903)463-8632  
[radcliffd@grayson.edu](mailto:radcliffd@grayson.edu)

**USE OF EQUIPMENT**

Renters may use the audio visual equipment in the rented facility. For any facility that has audio visual equipment, the renter is responsible for payment for a qualified college employee to operate the equipment during the event. Other college owned equipment is not available for rent or use by organizations or individuals not associated with Grayson College or the Grayson College Foundation. The renter is responsible for coordinating and finding a qualified college employee to operate the audio equipment for the event in question. You may contact the following Grayson College staff member to get details.

James Scoggins  
(903)415-2535  
[scogginsj@grayson.edu](mailto:scogginsj@grayson.edu)

**PRIOR PAYMENT/SPECIAL EVENT FORM REQUIRED**

The college requires payment of deposits, rent, and fees for janitorial and other support services at least 5 working days prior to the event. No refunds will be allowed for cancellations that are within 5 working days of the event. (Damage Deposit is required upon booking your event and remaining charges should be taken care of prior to your event date. An invoice will be sent to your group/company.)

Any damage deposit will be returned to the renter when the facility has been cleaned and inspected. (All renters are responsible for leaving the facility in the same condition that it was received.)

The special event form is to be completed and returned to the facility contact 2 weeks prior to the event. This form must be filled out in detail and returned to allow proper preparation for your event. If this form is not received 2 weeks prior to the event, the event in question will be removed from the calendar and opened to other renters.

PLEASE NOTE: As the responsible sponsor of an event it is your responsibility to contact the facility representative if there are any changes to your event other than what you specified on the special event form.



A copy of this document shall be submitted to the renter after completion.

## REGULATIONS

The renter must agree to abide by all campus rules and regulations.

The renter may decorate for his/her event 1 hr. prior to the event.

The renter may not hang or decorate with anything that will damage the facility.

Smoking on campus is limited to the parking lots and designated smoking areas.

Rent amounts vary by the facility in question. Damage deposits will be charged for some facilities.

Charges for janitorial services will include one hour prior the event and one hour after the event.

According to state law (Education Code 37.122) and College Policy, Alcoholic Beverages are not permitted on Campus without the expressed consent of the College President or his/her designee.

Sec. 37.122. POSSESSION OF INTOXICANTS ON PUBLIC SCHOOL GROUNDS. (a) A person commits an offense if the person possesses an intoxicating beverage for consumption, sale, or distribution while:

(1) on the grounds or in a building of a public school; or

(2) entering or inside any enclosure, field, or stadium where an athletic event sponsored or participated in by a public school of this state is being held.

(b) An officer of this state who sees a person violating this section shall immediately seize the intoxicating beverage and, within a reasonable time, deliver it to the county or district attorney to be held as evidence until the trial of the accused possessor.

(c) An offense under this section is a Class C misdemeanor.

**Security:** All events held in or around college owned property, with 75 or more attendees, shall require the presence of a College Officer. If the event is to include the consumption of alcoholic beverages then 2 (two) officers shall be required. The hourly rate for a College Police Officer shall be \$25.00 per hour with a two hour minimum. College Officers are duly licensed peace officers with the state of Texas and have all powers therein. College Officers operate under the authority of the Texas Education Code, Chapter 52 and the Board of Directors of Grayson County College.

**HOLD HARMLESS AGREEMENT AND INSURANCE**

All renters must sign an agreement that indemnifies Grayson College and holds it harmless for all liability that may arise for the rental of its facilities. The college also reserves the right to require the user of its property to provide a copy of a \$1 million insurance policy covering the college from liability.

SPECIAL EVENT FORM

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Company/Group Name: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Date of Meeting/Function:** (Your company/group will only be allowed in the facility 1 hr. prior to your event time for decorating. Additional charges will apply if facility is occupied any earlier.) Please note that the time below should only reflect the start and end time of your actual event.

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Time: \_\_\_\_\_AM/PM

End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

End Time: \_\_\_\_\_AM/PM

**Total Time:** \_\_\_\_\_

**Additional Time Needed for:** \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Time: \_\_\_\_\_AM/PM

End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

End Time: \_\_\_\_\_AM/PM

**Additional Time Needed for:** \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Time: \_\_\_\_\_AM/PM

End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

End Time: \_\_\_\_\_AM/PM

**Total Additional Time:** \_\_\_\_\_

Location:        Grayson Room                    Community Room                    Viking Room                    Gym

Number of Attendees: \_\_\_\_\_

Number of Tables: \_\_\_\_\_

Will the following be needed?

**Relocation of Furniture:**    YES    NO     if yes, specify exact arrangement.

*Relocation of furniture will only be made if specified:*

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**Additional Maintenance:**    YES    NO (custodial staff will clean 1 hour before and after/next day)  
If maintenance is needed for other event specifications please notify. If you are a Grayson County College employee a work order should be submitted 2 weeks prior to your event.

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**Catering:**    YES    NO     (Please contact Diane Radcliffe for event arrangements.)

**Sound/Lighting Technician:**    YES    NO     (Please contact James Scoggins for event arrangements.) (Charges will apply)

**Security:**    YES    NO     (all events held in or around college owned property, with 75 or more attendees, shall require the presence of a College Officer. If the event is to include the consumption of alcoholic beverages then 2 (two) officers shall be required along with signed approval from the president of the college.) (Charges will apply)

In the event that you are required to have security and/or sound and lighting technicians, GC requires that you make checks payable to the individuals assigned to your event. Please contact the facility coordinator if you have any questions.

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**PLEASE NOTE:** As the responsible sponsor of an event it is your responsibility to contact the facility representative if there are any changes to your event other than what you specified on the special event form.



HOLD HARMLESS AGREEMENT AND INSURANCE

All renters must sign an agreement that indemnifies Grayson College and holds it harmless for all liability that may arise for the rental of its facilities. The college also reserves the right for the user of its property to provide a copy of a \$1 million insurance policy covering the college from liability.

ACCEPTANCE OF POLICIES

As the responsible sponsor of this event I fully understand and agree to the conditions contained herein:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
(Facility Service Coordinator)

Date: \_\_\_/\_\_\_/\_\_\_

**PLEASE REMIT DOCUMENT TO:**

Grayson College  
Attn: Stacie Pope  
6101 Grayson Drive  
Denison, TX 75076



Office Use Only

Facility Charges:

Deposit: \$ \_\_\_\_\_

Paid: Check Cash

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event hours: \$ 30 x \_\_\_\_\_ hrs. = \$ \_\_\_\_\_  
Gym Only \$ 50 x \_\_\_\_\_ hrs. = \$ \_\_\_\_\_

Additional Hours: \$ 30 x \_\_\_\_\_ hrs. = \$ \_\_\_\_\_  
Gym Only \$ 50 x \_\_\_\_\_ hrs. = \$ \_\_\_\_\_

Maintenance: Weekday \$ 12.50 x \_\_\_\_\_ hrs. = \$ \_\_\_\_\_  
Weekend \$ 17.50 x \_\_\_\_\_ hrs. = \$ \_\_\_\_\_

Additional Maintenance:  
\$ 12.50 x \_\_\_\_\_ hrs. = \$ \_\_\_\_\_

Light/Sound: \$ 25 x \_\_\_\_\_ hrs. = \$ \_\_\_\_\_

Name of Technician: \_\_\_\_\_

Security: \$ 25 x \_\_\_\_\_ hrs. x \_\_\_\_\_ # of officers = \$ \_\_\_\_\_

Name of Officer: \_\_\_\_\_

Name of Officer: \_\_\_\_\_

Total **not** including security deposit:

\$ \_\_\_\_\_

Paid: Check Cash Credit

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_