



# SOUTHERN UNION

## STATE COMMUNITY COLLEGE

### **POLICIES AND RULES GOVERNING USE OF CAMPUS FACILITIES**

#### **Rules and Regulations**

1. **Alcohol/Drug Policy**  
No alcoholic beverages or illegal drugs are allowed on the premises of Southern Union State Community College at any time.
2. **Tobacco Free**  
The use of tobacco products on Southern Union property is prohibited. Tobacco products are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.
3. **Rental Space**  
Applicants will be limited to the use of those areas specified on the approved Facilities Use Request/Application.
4. **Security**  
Security for the facilities will be provided by Southern Union State Community College at the then existing rate; or by uniformed police officers of the city or county paid by the lessee/user. The number of officers to provide security at any particular event shall be approved by Southern Union State Community College.
5. **Payment of Fees**  
One half of all fees must be paid to the Business Office of Southern Union State Community College in order for the user's event to be scheduled and space reserved. The remaining balance is due one (1) week prior to the event. Checks must be made payable to Southern Union State Community College.
6. **Set Up and Take Down**  
Southern Union will set up tables/chairs in preparation for your event. Access to the facility will be given the day of the event for decorating and must be coordinated by both parties in advance.
  - No nails, tacks or staples are allowed in walls, ceilings, doors, or furniture.
  - No hot glue is allowed.
  - No glitter is allowed.
  - No cellophane or duct tape is allowed.
  - No decorations may be attached to, or obscure sprinkler heads, exit signs, fire alarms, or other necessary fixtures.It is not the responsibility of Southern Union State Community College staff to load-in, set-up, or take-down any food or equipment brought into the facility by the individual/organization or otherwise.
7. **Clean Up**  
The lessee/user is responsible for cleaning the rental area unless clean-up (see below) has been previously contracted. It is the responsibility of the lessee/user to take down all decorations, collect all trash/garbage into trash bags, sweep floors and mop all spills. Trash can, can liners, brooms and mops will be available. Trash bags are to be taken to the dumpster and properly disposed.
8. **Comprehensive Clean up**  
Comprehensive clean up will be provided for a fee (see fee schedule). This fee may be negotiated, depending upon the nature of the event.

9. **Concessions**  
Southern Union State Community College reserves the right to all food and beverage concessions.
10. **Damage to Southern Union State Community College Property**  
Lessee/User shall be responsible for all damage to the facility arising out of the lease/use of the facility. All repairs will be performed at the direction of Southern Union State Community College. Southern Union State Community College will invoice lessee/user for the cost of the repairs and lessee/user shall promptly pay all invoices submitted by Southern Union State Community College.
11. **Disaster/Emergencies**  
In the event of a disaster or emergency of any kind, Southern Union State Community College shall have the right, as it may determine in its sole discretion, to suspend or terminate any event.
12. **Hours of Operation**  
The facilities will be open at 7:30 a.m. and close no later than 11:00 p.m. The building must be cleared by midnight. No events will be scheduled during times when the College is considered closed. (See current College Catalog for dates.) Plan your events accordingly.
13. **Insurance**  
As a condition to the using/leasing of facilities, Southern Union State Community College requires evidence of appropriate liability insurance with such terms and policy limits as Southern Union State Community College deems, in its sole discretion, as acceptable. Southern Union State Community College shall be named as an additional insured under any such insurance policy.
14. **Parking Regulations**  
Anyone leasing Southern Union State Community College facilities should observe all parking regulations. Citations and/or towing may be utilized for improper parking.
15. **Responsibility of Personal Property**  
Southern Union State Community College assumes no responsibility for any property placed on the premises and shall not be liable for any loss, injury, theft, or damage to property.
16. **Use of Southern Union State Community College's Name and/or Logo**  
Organizations or individuals leasing or otherwise utilizing any facility of Southern Union State Community College may use the college name only in so far as necessary to provide directions to the location. Any other use will void any and all contracts for use by lessee/user of Southern Union State Community College facilities.
17. **Utilities**  
Special requirements for power supply or other non-routine items may be subject to additional charges.
18. **Application**
  - Requests for the use of College facilities should be made fourteen (14) days in advance of the requested date in order for the request to be reviewed. Southern Union will attempt to accommodate requests received with less than a 14-day notice. Typically, request should not be more than six (6) months in advance of the booking date. Exceptions may be approved by the President.
  - At least one person belonging to the organization requesting use of the facilities shall be identified in writing on the Facilities Use Application as the person responsible for the function and shall be present for the full duration of the function. Noncompliance will result in denial of future requests.
  - Subject to the above stated system of priorities, rental will be based on a first-come, first-serve basis. Once the application has been approved, payment of fees must be made to secure rental. (See Rules and Regulations)

19. **Cancellation**

Refunds will be made, by check, for cancellations made two (2) weeks prior to the event. Lessee/user agrees to reimburse Southern Union State Community College for any and all actual expenses incurred by Southern Union State Community College on behalf of the lessee/user.

20. **Employee Rentals**

Fulltime employees of the College can rent facilities at a discounted rate for their own personal, or immediate family use, such as birthday parties, family reunions, anniversary receptions, wedding receptions, rehearsal dinners, and for civic organizations where the employee is actively recognized in a leadership role.

21. **Indemnity**

In consideration of lessee/user being allowed the use of Southern Union State Community College's \_\_\_\_\_, and the mutual promises contained herein, lessee/user further agrees to release, indemnify, hold harmless and defend Southern Union State Community College, the Alabama Community College System and the Alabama Community College System Board of Trustees and their respective members, officers, directors, agents, employees and assigns of, from and/or against any and all liability, actions, debts, claims, damages, expenses, and demands, including but not limited to claims of third persons, of any kind or nature whatsoever arising from or in any way related to, directly or indirectly, the lease/use of Southern Union State Community College's \_\_\_\_\_ whether or not caused by the acts or omissions of Southern Union State Community College's employees, agents or contractors.