

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 318: Use of Facilities

1. All reservations require a 25 percent Security Deposit to reserve the space.
2. All fees collected shall be deposited in a state, county, or institutional current operating account as appropriate to reimburse expenses incurred in the rental or, in the case of specialized lab or classroom facilities, in a foundation account that the department can use either for program expenses or student scholarships.
3. Agencies providing proof of 501c-3 nonprofit status may apply for a 50 percent discount off of the rental rate.
4. All necessary utilities – heat, lights and water will be furnished by the College. All concession rights remain with the College.
5. In the event of non-returned equipment, or damaged property relating to the room usage, costs will be charged to the Lessee.
6. The property in question shall not be used for purposes inconsistent with the legal and necessary functions of the College or for purposes opposed to the policy of the College.
7. Non-affiliated groups may not use the facilities for profit-making purposes except as specified under the Umstead Act (N.C. G. S. 66-58(c)) and Powers and Duties of Trustees (N.C. G. S. 115D-20(12).
8. Any Lessee using College property in a manner contrary to or violating any of the rules and regulations of the County, State, Federal or other governmental authority, or terms of agreement, shall at the option of the College become debarred from any further or immediate use thereof, and any agreement made for such use shall forthwith at the option of the College become canceled, null, and void.
9. Political candidates, parties, and groups espousing a particular cause may rent College facilities. They will be charged the full rental fee. Candidates, political parties, and groups espousing a particular cause may not use the A-B Tech logo nor imply endorsement by the College.
10. No College furniture or apparatus may be removed or displaced by the Lessee without permission from the Vice President of Operations/CIO or their designee. The Lessee must return all items to its proper place before leaving the facility.
11. The College building and the lawn in its immediate vicinity must be protected from any damage and the Lessee is responsible for the condition in which they leave the building and property. In the event any College property is damaged, lost, or stolen, the same shall be paid for by the Lessee.
12. Food and drink are not allowed unless space rented is conducive for such. Therefore, Lessee must have permission to serve any refreshments. Alcoholic beverages are not permitted, except as consistent with College policy 501.05, Drugs and Alcohol.
13. College representatives shall be available for questions and will be empowered to enforce these regulations.
14. The Lessee shall provide a certificate of Lessee Liability Insurance, if applicable.
15. Charges shall be calculated based on a schedule maintained by the Vice President Operations/CIO, plus necessary custodial services, and other special requirement costs. The Executive Leadership team shall be responsible for approving all fees.
16. If the College is closed due to inclement weather, the Lessee will have to reschedule, as the College will not have staff on premises to provide access to classrooms and maintain the safety of the parking lots and walkways. Operating status can be verified by calling: 828-398-7900.
17. The College assumes no liability for closures from any cause (ex. weather, utility, equipment failure etc.).
18. The College retains the right to cancel reservations at any time.
19. Any exception to these procedures requires approval of the Vice President of Operations/CIO or the College President.

Owner: Vice President of Operation/CIO, ext. 7900

Updated: July 28, 2021

Pursuant to Board policy, Chapter 300, Section 318, these procedures must be followed when outside organizations are using College facilities.

[Facility Rental and Support Fee Schedule](https://www.abtech.edu/a-b-tech-facilities/event-space-support-fee-schedule)

[Event Space Information](https://www.abtech.edu/eventspace)

[Event Application](https://www.abtech.edu/eventapplication)