



ROWAN-CABARRUS COMMUNITY COLLEGE EXTERNAL EVENT AGREEMENT Procedure B600.00.25.01.Pa

Room Rental Agreement

Rowan-Cabarrus Community College's facilities serve as important gathering places for students, faculty and staff as well as visitors. The college manages the reserveable spaces to maximize the use of these valuable resources and to provide safe and aesthetically pleasing environments to host events that enhance the quality of life in Rowan and Cabarrus counties.

Change of location

RCCC reserves the right to make necessary changes in the room, area or location as needed to accommodate the needs of normal operation. Every effort will be given to notify the group of any changes.

Right of Refusal

RCCC reserves the right to refuse any event or cancel a reservation with full refund when there is a facility, health or safety issue that requires us to do so.

Rental Rates

The rental fees are in place to protect the state's property, provide requested equipment, and ensure that energy costs are recovered. Refer to the Schedule of Rates for rental fees. A \$50 deposit may be required to reserve your space for external organizations. Final payment for any facility utilization will be due by the end of the event. Credit cards and check are the two forms of acceptable payment. All checks should be made out to "Rowan-Cabarrus Community College."

Staff & Cleaning Charges

The user may be billed for any charges incurred to the College to staff events that require dedicated technicians. Users are responsible for placing all trash in the allocated trashcans and/or recycle bins before the group leaves. Events that require additional cleaning may be charged a fee.

Fronting

The responsible party reserving the facility may not front for another organization.

Guest Code of Conduct/Responsibilities

The person who signs the Event Agreement form assumes responsibility for the actions of the organization and the guest attending the event. The group representative accepts responsibility for ensuring that all college and facility rules and regulations are followed.

Damages

Any damages incurred by the group must be paid for by the group. If the damages are intentional, additional penalties will be applied.

Decorations

Free standing decorations or table decorations are permitted. Hanging or taping materials from ceiling, posts or walls is prohibited. All props or décor must be removed for the area immediately after the event. No open flames/no candles/no glitter or confetti will be allowed.

Amplified Sound

Noise restrictions are in effect during class hours. Any use of amplified sound for any event at any time needs to be approved by the Director of Events to avoid disrupting college operations.

General Facility Rules

Rowan-Cabarrus Community College does not allow tobacco products or illegal drugs. No alcohol is allowed on campus prior to approval by the Board of Trustees without prior approval. Exit doors must not be blocked and sprinkler heads shall remain uncovered. Weapons and fireworks are prohibited.

Contractual Terms

I certify that I have read this form in its entirety and agree to comply with the guidelines. I understand that in signing this form I assume responsibility for my organization while using the facility and I further certify that I am authorized to obligate my organization to any financial costs for this event. My organization agrees to hold harmless and indemnify Rowan-Cabarrus Community College, the President, the Board of Trustees and all college employees.

Rowan-Cabarrus Community College reserves the right to cancel room reservations at any time.

Signature of Responsible Party

Print Name

Date

Signature of Rowan-Cabarrus

Print Name

Date