GADSDEN STATE COMMUNITY COLLEGE

FACILITIES USAGE MANUAL

Table of Contents

Section		Page
1.	Policy Statement	2
2.	Priority Order	2
	a. College Activities	
	b. External Organization Activities	
3.	Facility Use Application	3
4.	Facility Use Agreement	4
5.	Facility Use Directory	6
6.	Fee Schedule	7
7.	Insurance Requirements for External Organizations	8
8.	Regulations for Use	9
9.	Procedures for Use	10
10.	Location Specific Requirements	11
	a. Attachment #1 (Beck Field House Gymnasium)	12
	b. Attachment #2 (Cherokee Arena)	13
	c. Attachment #3 (One Stop Center)	19
	d. Attachment #4 (Wallace Hall)	20

Section 1: Policy Statement

Gadsden State Community College provides excellent indoor and outdoor facilities for the primary purpose of education and economic development. The College will make facilities available to community groups and organizations whenever possible within the context of College policies and procedures. Non-College facility users will be charged fees appropriate to the facilities used and the type of organization making the request. All rental rates and fees are subject to change.

In general, the College does not rent classrooms, computer labs, or conference rooms. Costs for additional services (including but not limited to security, custodial, maintenance, grounds, IT, and audiovisual) will be assessed, in addition to the facility usage fees, as appropriate to the activity. The College reserves the right to determine which, if any, of the additional services and the costs incurred are appropriate. Organizations will be advised of total charges following review of the official Facility Use Request Application and will be required to complete the facility use agreement.

All required security services must be provided through the College's Office of Safety and Security at the rate of $25.00 per hour per officer. For all events, a minimum of one security officer shall be employed; additional officers may be required according to expected attendance or event. Security will be required from time of entering facility until final clean-up is performed. All rentals require security to be provided for a three-hour minimum.

A clean-up fee of $35 per hour per person will be estimated and charged before the event.

Section 2: Priority Order

College Activities

Listed below are programs/activities which are **exempt** from providing insurance or paying a facility use fee and will be available for College activities in the following order.

1. College instructional programs
2. Official College events
3. College-sponsored educational activities*
4. Actively chartered college student clubs and organizations*
5. College intramural activities*

**Charges may be assessed for miscellaneous services*.

External Organization Activities

Space will be made available to external organizations when use does not conflict with scheduled College functions, events, or courses offered, and if the activity is consistent with the objectives and mission of the College. To request to use College facilities, the requesting party will complete the facility use application for approval by the Facility Coordinator and at least one Cabinet member. If approved, a facility use agreement will be generated and signed by the parties. The facility use agreement will then be forwarded to the President for final approval. No facility will be rented until the facility use agreement is signed by all parties and the fees have been paid to the College.

Section 3: Facility Use Application

Area(s) Requested: Campus: ☐Ayers ☐Cherokee ☐East Broad ☐Valley Street ☐Wallace Drive
Building: *Click here to enter text* Room: *Click here to enter text*
Date: *Click here to enter a date* Beginning Time: *Click here to enter text* Ending Time: *Click here to enter text*
Attendees/Tickets Expected: *Click here to enter text* Admission/Registration Fee: ☐Yes ☐ No

	Rental Fee: $*Click here to enter amount*
($25 per hour per officer)	Security Fee: $*Click here to enter amount*
($35 per hour per person)	Clean-up Fee: $*Click here to enter amount*
	Other: $*Click here to enter amount*
	TOTAL: $*Click here to enter amount*

Program or Activity: *Click here to enter text*
Sponsoring Group(s): *Click here to enter text*

Primary Individual Responsible:
Name: *Click here to enter text*
Address: *Click here to enter text*
Home Phone: *Click here to enter text* Cell Phone: *Click here to enter text*
Office Phone: *Click here to enter text* E-mail: *Click here to enter text*

FOR COLLEGE ACTIVITIES
Program Purpose: (Indicate topic and speaker, if applicable) *Click here to enter text*
Click here to enter text
Click here to enter text

Program Available to: (Mark all that apply) ☐Faculty ☐Staff ☐Students ☐General Public
☐Other: *(Please Specify)* _____

FOR EXTERNAL ORGANIZATION ACTIVITIES: ☐Non-Profit (Attach documentation) ☐For-profit
Literature Distribution: ☐No ☐Yes - If yes, attach copy

Applicant:_____Date:_____Phone:_____

Sponsor:_____Date:_____Phone:_____

APPROVED:_____Date:_____
Facilities Coordinator

APPROVED:_____Date:_____
Cabinet Member

Note: No structural modifications to rooms or facilities are permitted. A complete copy of the Gadsden State Community College Facilities Usage Manual may be obtained online @ www.gadsdenstate.edu.

Original to: Facilities Coordinator

Copies to: Cabinet Member, Campus Director, Supervisor of Maintenance, Director of Physical Plant, Requester

Section 4: Facility Use Agreement

This FACILITY USE AGREEMENT is made and entered into this Click here to enter text. day of Click here to enter text 20Click here to enter text., by and between GADSDEN STATE COMMUNITY COLLEGE hereinafter referred to as "GSCC" and Click here to enter text hereinafter referred to as FACILITY USER."

For other good and valuable consideration, GSCC rents to FACILITY USER, and FACILITY USER does hereby rent from GSCC, subject to the terms and conditions hereinafter set forth, the premises, hereinafter referred to as the "rented premises," known as Room: *Click here to enter text.*located at ☐Beck Field House Gym, ☐One Stop Center, ☐Wallace Hall, ☐Wallace Drive Campus, ☐Valley Street Campus, ☐Ayers Campus, or ☐Cherokee Center, Alabama.

The term of this agreement shall be *Click here to enter text*, commencing at *Click here to enter **time***, on *Click here to enter **date*** and ending at *Click here to enter **time***, on *Click here to enter a **date***.

FACILITY USER agrees to pay GSCC the sum of $*Click here to enter amount.* Dollars for the use of the premises at any GSCC business office. Facility User understands that until the facility user fees are paid, no agreement exists.

FACILITY USER agrees to permit no waste of the property but rather to take good care of the same and the FACILITY USER further agrees that at the expiration of the term, the FACILITY USER will quit and surrender possession of the rented premises in as good condition as received by FACILITY USER, reasonable wear and tear excepted.

GSCC shall not be liable for any damage to or destruction of property of the FACILITY USER, on the rented premises, regardless of the cause of such damage or destruction. The FACILITY USER shall place FACILITY USER'S property on the rented premises at the sole risk of the FACILITY USER.

FACILITY USER agrees to indemnify and hold GSCC harmless from any and all liabilities, damages, loss, costs and expenses arising out of third party law suits, claims of injury to persons or damage to property in connection with the activities held on the premises of GADSDEN STATE COMMUNITY COLLEGE.

FACILITY USER understands and acknowledges that GSCC has no control over any activities held on the rented premises during the term of this FACILITY USE AGREEMENT. FACILITY USER releases and discharges all claims against GSCC and hereby assumes full responsibility for any injuries, damages, or losses that FACILITY USER or invitees of FACILITY USER may incur in connection with said activities.

FACILITY USER shall not assign this FACILITY USE AGREEMENT without the prior written consent of GSCC. The applicant agrees not to sublet or transfer the rights or privileges under an approved user agreement to any other individual, group, or organization.

Additional Terms and Conditions

The following provisions shall take precedence over any and all contrary or conflicting provisions of the agreement between the parties and shall govern the rights and obligations of the parties:

This agreement shall be governed by and construed in accordance with the laws of the State of Alabama without giving effect to any choice- or conflict- of- laws, provisions, or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Alabama.

It is further agreed that the terms and commitments contained herein shall not constitute a debt

of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment Number 26. If any provision of this agreement shall contravene any statute or constitutional provision, either now in effect or which may be enacted during the term of this agreement, then the conflicting provision of this agreement shall be deemed null and void. *Insert name of Contracting Party* understands, acknowledges, and agrees that its sole and exclusive remedy for any claim which may arise from or relate to this agreement is to file a claim with the Board of Adjustment of the State of Alabama.

By signing this contract, GSCC and *Insert name of Contracting Party* affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire, for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.

In compliance with Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

This agreement constitutes the sole and entire agreement of the parties to this agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, negotiations, and agreements, both oral and written, with respect to such subject matter.

In accordance with the recommendations of the Governor and the Attorney General of the State of Alabama, the parties shall consider settling all disputes arising from or related to this agreement by using appropriate forms of non-binding alternative dispute resolution.

In the event of proration of the fund from which payment under which this agreement is to be made, the agreement will be subject to termination.

This agreement may be executed in counterparts, each of which shall be deemed and original, but all of which together shall be deemed to be one and the same agreement.

GADSDEN STATE COMMUNITY COLLEGE	For: Click here to enter text
Martha G. Lavender, PhD, RN, FAAN President	Signature
Date	Date
	Print Name
	Title

Note: Facility Use Application Must Be Attached

Section 5: Facility Use Directory

FACILITY	OCCUPANCY	COORDINATOR	CONTACT NUMBER
Ayers Campus			
Auditorium, Computer Science Bldg	140	Director of Student Services / Campus Director	(256) 835-5451
Auditorium, Learning Resource Center	40 Tables/Chairs 70 Chairs Only		
Cherokee Center			
Arena	3,000 Seated	Director of Economic Development – Cherokee / Campus Director	(256) 927-1805
Community Room A	135		
Community Room B	135		
One Stop Center			
Room 104, One Stop Center (w/kitchen)	64	Associate Dean of Student Services / Director of Advising Center	(256) 549-8376
Valley Street Campus			
Multipurpose Room, Student Center	128	Valley Street Campus Director	(256) 549-8671
Wallace Drive Campus			
Gymnasium, Beck Field House	1,200	Athletic Director	(256) 549-8311
Auditorium, Browder Hall	138	Assistant Dean of Instruction / Science	(256) 549-8281
Auditorium, Helderman Hall	214	Dean of Health Sciences	(256) 549-8321
Auditorium, Wallace Hall	1,205	Theater / Box Office Manager	(256) 549-8475
Choral Room, Wallace Hall	30		
Theatre Room, Wallace Hall	25		

Safety and Security Contacts: Director of Physical Plant (256) 549-8603
Dean of Financial & Administrative Services (256) 549-8242

Section 6: Fee Schedule*

	CATEGORY A		CATEGORY B		CATEGORY C	
RENTAL PERIOD	**1-4 hours**	**5-12 hours**	**1-4 hours**	**5-12 hours**	**1-4 hours**	**5-12 hours**
FEE**	$200	$400	$150	$250	$100	$150
Beck Gymnasium	See Attachment #1					
Cherokee Arena	See Attachment #2					
One Stop Center	See Attachment #3 – ONLY available during normal operating hours of the college. No evening, weekend, or holiday use will be approved.					
Wallace Hall	See Attachment #4 ** See Fee Schedule					

* Rental Fees **do not** include required Security Officer(s) or clean-up.

Security - $25 per hour/per officer (3-hour minimum)
Clean-up Fee - $35 per hour/per person

CATEGORY:

A - Community/public for-profit groups

B - Community non-profit organizations (Tax exempt certificate must be presented at time of booking)

C - Educational institutions, organizations affiliated with schools

D - Activities of official departments of service area government – local, state, federal, and Alabama Community College System officials (no fee assessed)

Payments may be made during normal College hours at the Business Office located at:

Campus	Building	Room
East Broad	One Stop Center	135
Ayers	Administration Building	132

Mailed payments will not hold a reservation until received and recorded by the College.

Section 7: Insurance Requirements for all External Organizations

All external organizations with the exception of Category "D" are required to submit proof of insurance at the facility user's expense as follows:

- Commercial General Liability
  - Bodily Injury and Property Damage
    - Combined Single Limit $1,000,000
  - Products Liability (if food will be served)
    - Combined Single Limit $1,000,000
- Automobile Liability
- Limit of Liability: $1,000,000 - This coverage should be included if vehicles of the sponsoring organization will be on College premises
- Workers Compensation: Statutory Coverage in accordance with workers compensation laws of the State of Alabama for employees of the facility user working on the College premises Gadsden State Community College, the Alabama Community College System, and the Alabama Community College System Board of Trustees, and/or service are to be included as additional insured as respect to the activity covered by the certificate.

Insurance certificate must be provided when reservations are confirmed (upon payment of facilities use fee to the College Business Office and execution and delivery of facility use agreement). All insurance coverage must be written with insurance companies authorized to do business in the service area. All insurance certificates are subject to the approval of Gadsden State Community College.

Additional Requirements for External Organizations

Facility use fees shall be paid to the College Business Office upon execution and delivery of the user agreement. The full facility use fee and applicable paperwork must be received before reservation is confirmed.

No use of facilities is permitted until the signed facility use agreement is executed by both parties.

Category "B" groups (non-profit) must submit a copy of the Internal Revenue Service Determination Letter certifying their non-profit status.

Any facility user cancelling up to 14 days of the event will forfeit 25% of the fees paid. Cancellation less than 14 days before the rental will result in forfeiture of 100% of the fees paid.

Section 8: Regulations for Use

The following restrictions apply to all facility users of College property.

- It is the official policy of Gadsden State Community College that smoking and the use of tobacco is prohibited within buildings, structures and vehicles owned by the College, and also within 30 feet of buildings owned, rented by the College. This includes instructional sites, centers, building entrances, and common areas. Under this policy tobacco is any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco products, sometimes referred to as dip, chew, or snuff. Under this policy smoking is defined as carrying or holding any lit or unlit pipe, cigar, cigarette, electronic cigarette, or any other lit or battery operated smoking equipment or device.
- Firearms and other implements commonly described as weapons within the context of ACT 2013-83 shall not be brought into College buildings, with the exception of bona fide law enforcement personnel in performance of their duties.
- Possession or use of alcoholic beverages and/or illegal drugs of any kind shall not be permitted. Any person under the influence of alcoholic beverages or illegal drugs shall be denied the opportunity to participate in the activity or to be present on campus.
- Gambling or other conduct detrimental to public or College interest shall not be permitted.
- Parking is permitted only in the designated general parking lots. Disabled persons with a valid Department of Public Safety permit may park in designated handicap parking areas.
- Serving of food or refreshments is permitted only in areas of the buildings so designated.
- College officials or designated employees shall not be refused admittance to any function held on campus in performance of their College duties.
- Permission to use facilities will in all cases be in compliance with applicable state and local laws governing the use of public buildings.
- Signage, promotional, or advertising material used or distributed by any applicant requires prior approval of the College. Copies are to be attached to this application.
- It is the official policy of the Alabama Community College System and Gadsden State Community College, a postsecondary institution under its control, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, gender stereotyping, gender identity, age or any other protected class as defined by federal and state law. Inquiries related to this policy may be directed to Michele Bradford, Director of Legal Affairs, Gadsden State Community College, Joe Ford Center, P.O. Box 227, Gadsden, AL 35902-0227; telephone 256.439.6822; fax 256.439.6812; email: mbradford@gadsdenstate.edu
- Facilities and equipment used must be left in a clean and orderly condition. Failure to do so will result in additional charges based on time required to return the facility or equipment to its proper condition at the rate of $35 per hour.
- Selling of goods or services or the solicitation for sale of goods or services is prohibited anywhere on campus, unless it is expressly approved by the College.
- The organization requesting use of the facilities shall be charged $25.00 per hour for a College Security officer to be present. This rate is subject to change. The Security officer's orders are official and must be obeyed.
    - Musical concerts or related functions, such as talent shows, rock and R&B concerts held in Wallace Hall must provide additional security personnel to secure two auditorium exits, the

balcony, and the lobby area. Exceptions: school bands, symphony orchestras, and church/college choirs.

- One College Security officer is required to attend all events. Additional security personnel may be required for events due to projected attendance, age of attendees, type of event, or other relevant factors. The decision is made by the Booking Manager and GSCC Security personnel.

- All organizations must adhere to College fire and safety codes and regulations.
- All apparatus and equipment owned by the College shall be operated and/or supervised by College personnel or designee.
- There shall be no alterations to existing facilities, or installation of equipment, signs, posters, or decorations on or about the College premises by any party without prior approval.
- No facilities will be available for usage on holidays.
- Items which are prohibited include: glitter, confetti, sparkle spray, hay, fake snow, or other small confetti or glitter-like goods. Organization WILL BE BILLED an additional $150.00 if any prohibited items are used at an event. No items may be attached to any walls with tape, glue, tacks, or other substances.

Section 9: Procedures for Use

All functions for College and external organizations must adhere to the following guidelines:

- Requests for the use of College facilities should be made to the Facilities Coordinator/Booking Manager no less than thirty (30) days in advance of the requested date in order for the request to be reviewed and arrangements for approved uses completed. The Facilities Coordinator/Booking Manager will attempt to accommodate requests received with less than a 30-day notice. Typically, requests should not be more than six (6) months in advance of the booking date. Exceptions may be approved by the President.
- In all cases, at least one person belonging to the organization requesting use of the facilities shall be identified in writing on the Facility 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.
- In all cases, a designated College representative shall be in full charge of the facilities and shall be present for the full duration of the event. The College representative's orders are official and must be followed.
- All applicants will be limited to the use of those areas specified on the approved Facility Use Request Application. An on-site inspection must be conducted by the designated person in charge and the designated College official. All discrepancies will be noted prior to the event date.
- Rental will be based on a first-come, first-served basis. A signed and paid user agreement constitutes priority.
- The College reserves the right to cancel facility use, at its sole discretion, with or without cause. If cancellation is due to College safety or security, natural disaster, or other College issue, a refund will be provided.

Section 10: Location Specific Requirements

Attached is information for Beck Field House, Cherokee County Arena, One Stop Center, Valley Street, and Wallace Hall. These areas have specific guidelines that **must** be followed. The rules and procedures herein contained are to be understood and are binding with the rental of the specific areas. Please review these carefully. Your acceptance and application to this agreement serve as your acknowledgement of all rules and regulations.

Attachment #1 – Beck Field House
Attachment #2 – Cherokee County Arena
Attachment #3 – One Stop Center
Attachment #4 – Wallace Hall

Attachment #1: Beck Field House Gymnasium

Contact Information

Administrative Assistant in Beck Field House	256-549-8310
Athletic Director/Academic Director for Health, Physical Education & Recreation	256-549-8311

Quick Facts – Gymnasium

1. Collegiate size gym
2. Seating capacity: 1,200
3. Balls/equipment not provided for facility usage
4. Suitable for basketball, volleyball, or cheerleading
5. Scoreboards and PA system available
6. Vinyl gym floor covering available

Gymnasium Rules

1. No street shoes allowed on playing surface of gym; tennis shoes only!
2. No food or drink allowed on playing surface of gym.
3. No equipment other than basketballs or volleyballs may be used in the gymnasium without prior written approval from the Athletic Director.

Rental for Gym Includes:

Gymnasium, Lobby (not concession stand), and two locker rooms

Equipment & Service Fees:

1.	Scoreboard/Clock Operator	$15 per hour (2 hour minimum)
2.	P/A System Operator	$15 per hour (2 hour minimum)
3.	Vinyl Gym Floor Cover	$30 per event

Attachment #2: Cherokee Center and Arena

1. **Booking Reservations.** All bookings of Gadsden State Cherokee Center and Arena shall be handled by Cherokee Center Chamber of Commerce (CCCoC) Booking Manager at 256-927-8455 or cccoc@tds.net.
2. **Signs and Decorations.** No person will be allowed to secure anything to the floor, walls, chairs, ceiling, scoreboards and/or any other surface by use of nails, screws, bolts, staples, any form of glue/adhesive, tape and/or anything else that might cause damage. Nothing may be secured to the glass doors and windows without approval from the CCCoC Booking Manager. No decorations or signs are allowed on the building exterior or side walk. The Booking Manager must approve any scenery, backdrops, theatrical cloths, set-pieces, theatrical equipment, foggers, hazers, snow-machines, bubble machines and/or any other items to be attached to any rigging equipment in the facility. It is not the responsibility of GSCC/CCCoC staff to load-in, set-up, take-down any sets, props, and/or equipment brought into the facility by the organization or otherwise. No construction or painting is allowed inside the arena other than that which is required to install previously constructed scenery, properties, or lighting equipment.
3. **Kitchen Usage.** A ServSafe® certified individual must be on-site for the complete rental period for any event requiring the use of the kitchen for food preparation. Kitchen-specific policies and procedures as well as cleaning guidelines are required for kitchen users. In addition, all renters must comply with ServeSafe® and Alabama Department of Public Health policies for food service.
4. **Fire Codes & Safety.** All Fire and safety codes are strictly observed and enforced. The *maximum* seating capacity of GSCC Cherokee Center Arena is 3,000. Tickets shall not be sold in excess of this number, nor shall additional seats be placed in the arena. No exhibit booths, tables, stands and/or lobby decorations may block any exit door or path of egress in the facility. No use of pyrotechnics, fireworks and/or any open flame will be permitted in any circumstances. Facility users are expected to maintain a safe working environment at all times.
5. **Clean-up.** Facility clean-up is $35 per hour for use of College personnel. However, self clean-up will be permitted by the facility user upon permission of the Booking Manager. An evaluation of the cleanliness of the facility will be made by the Booking Manager after the event. Unsatisfactory clean-up may result in additional charges ($35 per hour) to the facility user for proper cleaning (see Attachment #3 Self-Clean Instructions and Attachment #4 – Cleaning Checklist) and possible forfeiture of the self-clean option for future rentals.
6. **Use of Additional Security Personnel at Gadsden State Cherokee.** At least one GSCC Security Officer must attend all events scheduled at a GSCC facility. The policies and guidelines promulgated by the Alabama Community College System Board of Trustees will prevail in all facility use issues.

   It is the decision of the Facilities Coordinator/Booking Manager with GSCC Security to determine how many security officers are needed based on size, timing, nature, number of attendees, age of the attendees, and other relevant factors for each event.

   If additional officers are needed, two options are available:

   - Option 1 – use additional College employees or contract officers at $25 per hour with a three-hour minimum for each officer.

   - Option 2 – use volunteer Alabama POST certified police officers or sheriff deputies in official uniform who have been approved by their supervisors to work an event and have agreed to serve as "security officers" to ensure the safety of all attendees and protection of College property.

Procedures for Option 2

1. Additional officers or deputies must sign an agreement to attend and remain at the event from the time of entering the facility until the exit of **all** participants from the facility.
2. The date and hours of security services must be mutually agreed upon by all parties.
3. Officers must be clearly identified by official uniform and badge.
4. Officers must check-in with the GSCC Security Officer at least 15 minutes before the start time for the event for a short briefing of required College safety procedures and policies (e.g., accident forms, emergency exits, etc.).
5. GSCC Security Officers have official and final authority in all decisions related to incidents at the College and its facilities.
6. Substitution of qualified personnel is readily permitted if written notification is made the day PRIOR to a scheduled event and approved.
7. If additional officers are not available or do not show for a scheduled event, GSCC will make every effort to provide additional College employed officers to continue the event. However, failure of volunteer officers to arrive for an event may result in cancellation of the event for safety reasons.

Any concerns related to use of volunteer officers will be discussed by both parties and resolved in a manner that is mutually agreeable and in the best interest of the community partners and the College.

Agreement to Provide Volunteer Security Services at Gadsden State Cherokee

Send completed form to President's Office and GSCC Security

A volunteer security officer(s) who is/are Alabama POST certified have agreed to attend the following Gadsden State Cherokee event as additional security personnel. All volunteers will be in official uniform and have agreed to remain at the facility from the time organizers and participants enter the facility until all participants exit the facility. It is understood that the College Security Officer has final decision-making authority in all matters related to security.

Any changes or substitutions must be communicated and approved in writing PRIOR to the day of the event.

Event Title: _____

Name of Event Organizer: _____

Contact Information: _____

Date of Event _____

Expected Arrival Time _____

Projected Departure Time _____

Name of the Volunteer Officer _____

Phone/Contact Information _____

Secondary Contact Information _____

_____ Date _____

Signature of Volunteer Officer

Name/Title of the Officer's Supervisor_____

Phone/Contact Information _____

_____ Date _____

Signature of Supervisor

_____Date _____

Signature of the Booking Manager

GSCC Cherokee Center & Arena Event Cleanup Instructions

If a facility user chooses to self-clean the facilities after an event, the facility user is responsible for the following:

1. **Inspecting the requested and approved area(s) <u>prior</u> to the event** to identify any areas that have been left unclean or in disrepair. Report any findings to the booking manager prior to the event. Otherwise, the organization shall be responsible for the cleanup and repair.
2. **Cleaning the requested and approved area(s) to standards** specified on the cleaning checklist. Complete the check-list, sign, and return to the booking manager/drop box.

Instructions:

Cleaning supplies, equipment, and trash bags are located in the closet near the kitchen. Toilet paper and paper towel refills are on the top shelf. The key to the dispensers is hanging on the nail under the shelf. Return dispenser key after each use. Wash the mop after each use and hang to drip dry.

- Empty trash cans.
  - Place bags in rolling garbage bin and roll to back door of the arena. Transfer garbage bags to the dumpster.
  - Do NOT carry leaky bags across the floors.
  - Do NOT take trash cans/rolling garbage bin outside and roll across pavement (it marks up the wheels and in turn will mark up the facility floor).
  - Wash/dry trash cans if needed before relining.
  - Place clean bags in cans.
- Check the wall/floor area around trash can for splashes/stains. Clean/wipe as needed.
- Clean all restrooms: clean, disinfect, flush, and place sanitizer in the toilet bowl.
- Refill toilet tissue and paper towels as needed.
- Clean mirrors and sinks.
- Sweep all areas used during your event.
- Mop floors thoroughly. Remove all spills/stains.
- Remove all black shoe marks on floors.
- Wipe all counters, tables, arena seats.
- Reorder tables/chairs as needed.
- Clean showers, toilets, lockers, sinks, and benches in locker rooms.
- Kitchen/cooking equipment cleaned as directed:
  - Hobart Dishwasher
  - Ice Maker
  - Vulcan Griddle
  - Vulcan Food Warmer
  - Vulcan Electric Fryer (Oil must be removed from premises by renter/user)
  - Refrigerators
  - Freezer
  - Stove/Oven
  - Countertops, tables, and sinks cleaned and sanitized
  - Floors swept/mopped
  - Trash emptied
  - Trash cans relined

Self-Cleaning Checklist

*(Facility User must complete and return this sheet to booking manager **after the event**)*

Cherokee Arena:

☐ Trash emptied
☐ Trash cans relined
☐ Gym floors (mats) swept/mopped
☐ Concourse, stairs, areas under seats – swept and mopped
☐ Seats wiped/cleaned

Concessions:

☐ Trash emptied
☐ Trash cans relined
☐ Floors swept/mopped
☐ Counters and sink cleaned and sanitized
☐ Equipment used during event cleaned

Restrooms:

☐ Trash emptied
☐ Trash cans relined
☐ Floors swept/mopped
☐ Toilets cleaned, disinfected, flushed, and sanitizer placed in bowl
☐ Paper towels/tissue restocked as needed
☐ Mirrors cleaned

Community/Hospitality Room(s)

☐ Trash emptied
☐ Trash cans relined
☐ Floors swept/mopped
☐ Tables and chairs cleaned/wiped
☐ Chairs reordered around tables/walls

Kitchen

Cooking equipment cleaned as directed:

☐ Hobart Dishwasher
☐ Ice Maker
☐ Vulcan Griddle
☐ Vulcan Food Warmer
☐ Vulcan Electric Fryer (Oil must be removed from premises by renter/user)
☐ Refrigerators
☐ Freezer
☐ Stove/Oven
☐Countertops, tables, and sinks cleaned and sanitized
☐ Floors swept/mopped
☐ Trash emptied
☐ Trash cans relined

Locker/Coaches Rooms

☐ Trash emptied
☐ Trash cans relined
☐ Floors swept/mopped
☐ Showers, toilets, dressing areas cleaned/sanitized
☐ Lockers checked for items left by players and cleaned if needed

POST EVENT:

All areas have been cleaned to standard and inspected. I understand that if the booking manager finds areas have not been cleaned to standard, my organization is responsible for cleanup within 24 hours of notification or payment of costs incurred to hire a professional cleaning service.

Signature of Organization:_____ Date: _____

Reviewed by Booking Manager: _____Date:_____

Forward to Contract File in President's Office

Attachment # 3: <u>One Stop Center</u>

Quick Facts

Multipurpose Room

- The Multipurpose Room (Room 104) will seat 64 people theater style facing the front wall or 54 people at tables with 6 per table;
- A sound and projection system is available
- A catering kitchen is available and includes 2 warming ovens, dishwasher, icemaker and refrigerator.
- Eating and drinking is permitted in the Multipurpose Room.

FEE SCHEDULE WORKSHEET

Rental Fee (Obtained from Fee Schedule based on rooms, total hours, times and profit status)	$_____
Set-Up Fee ($25 - $50)	$_____
Security Fee – First officer (Number of total hours x $25 – 3-hour minimum)	$_____
Security Fee – Additional officer(s) (If over 100 guests, $25 x officer(s) needed per One Stop Coordinator)	$_____
Clean-Up Fees (Number of total hours x $35)	$_____
Additional Fees	$_____
TOTAL	**$_____**

Attachment # 4: Wallace Hall

Mailing Address:
Wallace Hall Fine Arts Center | www.wallacehall.org | 256.549.8325
Gadsden State Community College
P.O. Box 227
Gadsden, AL 35902-0227

Physical Address:
1001 George Wallace Drive
Gadsden, AL 35903

The Wallace Hall Fine Arts Center houses one of the largest theatre venues in Alabama and is within a thirty-minute drive of over 350,000 potential patrons. It is our hope that your event is a great success, and please contact us should you have any questions or comments regarding our facility. Please follow the steps below in order to secure the use of Wallace Hall Fine Arts Center.

1. Thoroughly read the Facility Usage Policies and Procedures Manual.

2. Complete and sign the Facility Use Application Form and Booking Request. Return to:

   Wallace Hall
   Gadsden State Community College
   ATTN: Theatre/Box Office Manager
   P.O. Box 227
   Gadsden, AL 35902-0227

3. If approved – a user agreement will be sent to you for signature.

4. Pay fees to secure reservation. Contact the Theatre/Box Office Manager at 256-549-8475 at least ten days (10) days before your event for final arrangements.

CONTACT INFORMATION

Theatre/Box Office Manager	256.549.8475
Fine Arts Administrative Assistant	256.549.8325

Quick Facts

Capacity: 1,205 (827 downstairs/ 378 balcony),
Stage Dimensions 40’ wide x 20’ high x 30’ deep
Specific technical specifications are available upon request.

Wallace Hall Booking Request

Please complete this form (print or type) and fax or mail to the address above.

Base Rental Fee Includes:
Basic Lighting (Amber Stage Wash)
Basic Sound Equipment (Six wired microphones)
1 GSCC Stage Technician (Two are typically required)
6 Folding Tables
Auditorium, Dressing Room, & Lobby
Concert Chairs

Base Rental Fee Does NOT Include:
Security
Additional Technical Staff
Wireless Microphones, Moving Lights, Projection Sys.
Pianos (digital or otherwise) or additional rental hours
Clean-up
Choral Room

	6 Hours	12 Hours	Additional Hours
Category A:	$550	$700	$300
Category B:	$400	$550	$250
Category C:	$250	$400	$200

Equipment & Services Fees

A. Moving Light Package & Basic Programming	CALL for Pricing
B. Wireless Handheld (9v alkaline batteries not provided) (6 available)	$5.00 (per microphone per day)
C. Wireless Lavalier (9v alkaline batteries not provided) (4 available)	$5.00 (per microphone per day)
Only eight (8) wireless microphones (of any type) may be used per event.	
D. Projection System with VCR or DVD	$30.00 (per day)
E. Spotlight (2 available)	$15.00 (per day)
F. Spotlight Operator	$15.00 per hour (4 hour minimum)
G. Stage Technician	$15.00 per hour (6 hour minimum)
H. Fly System Operator	$15.00 per hour (4 hour minimum)
I. Cleaning Fee	$35.00 per hour/per person
J. Security Officer	$25.00 per hour/per person

FACILITY USER CLASSIFICATION: □ Category A □ Category B □ Category C

TYPE OF EVENT (musical concert, comedy, play, recital, lecture, etc.):

_____

Briefly describe your event:

_____

RESERVATION IS NOT CONFIRMED UNTIL A FACILITY USE AGREEMENT HAS BEEN EXECUTED, PAYMENT IS RECEIVED, AND THIS FORM IS RETURNED.

Please fill out the form Booking Chart as accurately as possible. We use this information to schedule staffing for your event and also to list it on our website to provide more exposure to your event. You may book Wallace Hall Fine Arts Center for six or twelve hours. Enough time must be allowed to remove all persons and property from the facility after your event. If any person or property associated with your event is in the facility past the designated closing time, the facility user will be billed for additional hours. Wallace Hall Staff are to be provided with 15-minute breaks every three (3) hours and 30 minute breaks every six (6) hours. During these breaks, all onstage activity must cease. Please contact us should you have any questions and thank you for booking our facility.

Is your event open to the public? NO _____ YES_____ Estimated audience size: _____

Do you want your event listed on our website? NO _____ YES _____

If yes, what number should people call for more information? _____Please list event requirements and/or special needs (wheelchair lift, audio support, fly system, CD/cassette players, projection system, etc…)

Wallace Hall is only available for booking during the following hours:

Mondays – Thursdays from 8:00 A.M. until 10:00 P.M.

Friday – Saturdays from 8:00 A.M. until 12:00 Midnight

Sundays from 12:00 Noon until 12:00 Midnight

The facility will not be open for more than twelve hours (consecutively or otherwise) in any given day.

BOOKING CHART

Please fill out this form completely based on the number of days you would like to book. Add up the rental fees, equipment fees & staff fees to obtain total fees due. Please contact the Theatre/Box Office Manager should you have any questions about completing this form.

Each numbered line (1-5) corresponds with lower line of the same number.

Day	Day & Dates of Use: List all dates booked. Include set-up/tear-down Dates (Mon – MM/DD/YY)	Type of Activity: Set-up, Rehearsal, Tech, Recording, Performance, Reception, or other (specify)	Access to venue requested at: (XX:XX a.m./p.m.)	Event begins at: (XX:XX a.m./p.m.)	Event ends at: (XX:XX a.m./p.m.)	Venue vacated (lights out, locked up) by: (XX:XX a.m./p.m.)
1						
2						
3						
4						
5						
Day	Rental Length (6 or 12 hours)	Rental Fee A / B / C 6 hrs: $550 / $400 / $250 12 hrs: $700 / $550 / $400	Choral Room Rental $25.00 (per day)			Total Rental Fees
1			+	+	+	=
2			+	+	+	=
3			+	+	+	=
4			+	+	+	=
5			+	+	+	=

RENTAL FEE SUBTOTAL _____

Complete this form with all needed services and rental equipment. Total requested equipment and services and total.

Additional Equipment & Services	Quantity	Rate	Cost
Security		X =	
Clean-Up		X =	
		X =	
		X =	
		X =	
		X =	
		SUBTOTAL:	

PAYMENT NOTICE:

The reservation is not confirmed until a facility use agreement has been executed and payment is received.

RENTAL FEES: _____

EQUIPMENT & SERVICES: + _____

TOTAL FEES DUE: =_____