

Pine Technical College Policy and Procedure

Policy Number: 105 Date: 3/27/00 Revision Date: 6/30/03
Division/Department: General Administration Author: Kotek/Olson
Subject: **Facility/Equipment Use Agreement** Revised by: R. Musgrove and Jan Welsh

Authorities:

MnSCU Policy

Policy:

Pine Technical College encourages groups and organizations to use the facilities. All persons on College property are required to abide by College and MnSCU policies, State laws and College regulations. Violation of law, policy or regulation may subject a person to legal penalties, removed from campus, or other sanctions; if the person is a student, faculty member or staff member of the College, that person may also be subject to College discipline.

Regularly scheduled classes and events and activities approved and sponsored by Pine Technical College including classes or events by other higher education institutions shall have priority in facility utilization.

Definitions:

Contractor: A person signing a formal agreement

User: A person(s) using the facility

Vendor: A person/business that sells food, etc.

For-Profit: An individual or organization that sells products or services for profit, or organizes events which may result in a profit for the commercial business or organization.

Non-Profit: 501(c)(3) or other legally designated not for profit organization or civic group

Procedure:

To ensure the interest and safety of each participant attending a function at PTC, all of the following procedural guidelines must be adhered to.

1. All inquiries for room reservations and/or rental should be routed to the Administrative Assistant to the Vice President of Academic Affairs.

All inquiries for other physical plant requests will be forwarded to the Maintenance Department.

All inquiries for reserving or renting equipment will be forwarded to the IS Department.

All inquiries for ITV and satellite program reservations are to be routed to the Communications Technician in the Learning Resource and Technology Center at the College.

2. The Administrative Assistant to the VPAA ensures that the Facility Use Agreement/Contract is completed with required signatures prior to the event. The contracting group/organization must provide proof of insurance and compliance with other agreements and conditions. A copy of this documentation must be on file with the completed contract.
3. The person(s) signing the agreement documents must be a member or authorized agent of the user organization and is responsible for any damages or unusual maintenance needs to buildings, grounds, or

equipment and for any injury incurred by participants during the event. The person(s) is responsible for informing the group or organization of all regulations.

4. Pine Technical College and its adjacent property are tobacco free. Also, no alcohol is allowed on the premises.
5. All participants must abide by the PTC Firearms Policy. A copy of the Firearms Policy will be provided upon request.
6. A fee will be charged over and above the facility use fee for any personnel, technician or equipment services requested. The College will set rates for use of its facilities and other services provided.
7. Facility hours are as follows:
 - a. Academic Year – Monday through Friday 7:00 a.m. – 10:00 p.m. and Saturdays from 7:30 a.m. – 4:00 p.m.
 - b. Summer Break – Monday through Friday 7:00a.m. – 5:00 p.m.
After 5:00 p.m. or Saturday by request or agreement only.
8. Food Services: Meals and/or refreshments are to be contracted locally or with PTC's food service vendor. It is the responsibility of the user(s) to make all of the arrangements for catering.
9. Custodial Services: All requests for custodial services are to be made with the Maintenance Department prior to the scheduled event.
10. Computer Services: Compatibility with PTC's systems must be established prior to an event. All computer services requiring network access must be arranged prior to the scheduled event.
11. The College reserves the right not to rent facilities for purposes in direct competition with PTC offerings or activities.
12. Commercial businesses will not be allowed to sell products or services while on college property, unless prior approval has been obtained. Sale of such items must be in conjunction with the date and time of event. An example would be the sale of CDs of a vocal artist performing at the College.
13. All materials/equipment brought in by a group/organization are to be brought in the same day of the event and removed at the end of the scheduled time unless prior arrangements have been made and approved by administration.
14. PTC is committed to the policy that all persons shall have equal access to its programs and facilities regardless of race, color, creed, religion, gender, national origin, sexual preference, veteran's status, marital status, age, disability, political affiliation/belief, or status with regard to public assistance. Signature of the contract indicates that the organization using the facility will assure compliance with the college's equal opportunity policy and related laws and regulations.
15. PTC reserves the right to reasonably limit or otherwise direct demonstrations, especially for safety reasons. Such activities shall not be disruptive, impede access, or litter the campus.
16. PTC will not, under any circumstances, permit the unrestricted use of its facility by non-College groups.

17. The name, initials, insignia, logo, seal or address of PTC or any of its offices or units shall not be used except for official or authorized College purposes.

Responsibilities:

The Administrative Assistant to the VPAA will schedule events and reserve appropriate rooms, complete the contract agreement/liability form and send to contractor with required attachments for signature. The VPAA reviews and approves completed forms and forwards to the Business Office for billing.

Dissemination:

The contract forms will be distributed to appropriate parties.

The policy will be routed per regular dissemination to all faculty and staff. Policy will be placed on the PTC Intranet.

Reviewed by Executive Cabinet: 8/9/03

Reviewed by Faculty Senate: 8/9/03

Reviewed by:

Approved: _____ Date: _____
Robert L. Musgrove, Ph.D., President

PINE TECHNICAL COLLEGE
900 4th Street SE, Pine City, MN 55063
320-629-5100 or 800-521-7463
FACILITY USE AGREEMENT/CONTRACT

Please refer to the attached policy/guidelines. Thank you. **Fiscal Year:** _____

Date: _____ Name of Organization/Individual: _____

Start Date: _____ End Date: _____ Times: _____

Set-up time needed (please explain): _____

Event/Meeting Purpose: _____ # of Participants: _____

Circle One: For-Profit Non-Profit: Tax Exempt #: _____

Contact Person: _____ E-mail Address: _____

Telephone numbers: (Home) _____ (Work) _____ (Fax) _____

Billing Name: (Company) _____ (Attention) _____

Address: _____ City: _____ State: _____ Zip: _____

For a full refund all cancellations must be made 24 hours prior to the event.

| | | |
|---|--|-------------------------------------|
| FACILITY USE REQUEST | | |
| Site/Room/Auditorium: (per day) | _____ \$50/Room _____ \$80/Auditorium | \$ |
| Custodial Services: | _____ hours @ \$28/hour | \$ |
| Technical Support: | _____ hours @ \$38/hour | \$ |
| Cost Center 171000 | Subtotal | \$ |
| VIDEO CONFERENCING (in addition to Facility Use) | | |
| H.323, ITV & Video Equipment Use | \$35/event + \$10/hour not to exceed \$120 | \$ |
| Technical Support: (one hour minimum) | _____ hours @ \$38/hour | \$ |
| Telecommunications Department/Administrative Fees | \$35/event | \$ |
| Connection Fees (determined when scheduled) | | \$ |
| Cost Center 163000 | Subtotal | \$ |
| COMPUTER LABORATORY USE (in addition to Facility Use) | | |
| Technical Support: (one hour minimum) | _____ hours @ \$38/hour | \$ |
| Telecommunications Department/Administrative Fees | \$35/event | \$ |
| Computer Time: _____ (total hours) X _____ (# of participants) X \$7.50 = \$ _____ /event | | \$ |
| Cost Center 163000 | Subtotal | \$ |
| EQUIPMENT REQUEST (in addition to Facility Use and on-campus or PTC sponsored events only) | | |
| AV Equipment Fee: (List items requested) _____ | \$25/day | \$ |
| Laptop Computer Usage: _____ laptops @ \$10/day | | \$ |
| Computer Projection Unit (other than Auditorium): | \$35/day | \$ |
| Technical Support/Setup Charge: _____ hours @ \$38/hour | | \$ |
| Cost Center 163000 | Subtotal | \$ |
| Grand Total: | | \$ |
| PAYMENT ARRANGEMENTS | | |
| (Check one) _____ Cash _____ Check _____ Purchase Order # _____ Please Bill _____ Credit Card | | |
| | | Credit Card # _____ Exp. Date _____ |

I recognize that I will be held responsible for the information stated above and will comply with PTC's Facility Use Policy.

I have agreed to release PTC of all liability issues while using campus facilities and equipment.

| | | | |
|---------------------------------|------|--|------|
| SIGNATURE/TITLE (Contractor) | DATE | PINE TECHNICAL COLLEGE (President/Chief Academic Officer) | DATE |
|---------------------------------|------|--|------|



IT Service Request Checklist for Presenter

Presenter Information (please complete this section or attach a copy of the facility use agreement):

Event Date: _____ Time: _____ Duration: _____

Presenter's Name: _____

Contact Phone #: _____

Contact e-mail: _____

★ **An equipment check will be scheduled 20 minutes prior to the event. If this is not possible, accommodations must be made for a check.**

Equipment requirement checklist (please check the box associated with the service you are requesting):

- Computer or laptop for presentation. All computers are equipped with Microsoft Office 2007, Adobe Acrobat Reader, Internet Explorer 7 and other common applications.
Please list any special programs or applications needed:

- Wireless Internet Access for presenter-supplied laptop
Please list any special network access required (anything other than public internet):

- Speaker Phone
 Do you need us to set up a conference call (additional fees may apply)?
- Overhead Projector
- Data Projector
- DVD/VCR Player
- Computer lab access
 Do event participants need computer access?

Please list any special technical support requirements during event:
