



THREE RIVERS COLLEGE

FACILITIES USAGE MANUAL

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Content subject to change. For the most current and accurate information, visit trcc.edu.

Three Rivers College is an equal opportunity institution that commits itself to the policy that there will be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin.

SECTION I: PROGRAM INFORMATION

PHILOSOPHY GOVERNING UTILIZATION OF FACILITIES

Three Rivers College is a state-supported institution of higher education, and its facilities are provided and designed to be used to further the College's mission. This manual is designed to provide direction for College personnel charged with the responsibility of scheduling Three Rivers College facilities. The College reserves the right to revise, delete, or otherwise amend any portion or portions of this manual. Three Rivers College is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service.

GENERAL POLICIES FOR FACILITIES USE

1. Facilities must be used for purposes that are consistent with the mission of Three Rivers College. The right to determine such matters is vested solely in the College.
2. Facilities are defined as land, open space areas, parking lots, buildings, arenas, and similar holdings of the College under the jurisdiction of Three Rivers College.
3. Priority in the assignment of facilities is as follows:
 - a. Regular College use.
 - b. Approved student organizations of the College.
 - c. College affiliated groups sponsored by the faculty, staff, and/or administration.
 - d. Other nonprofit organizations or groups.
 - e. Public or private agencies whose purpose(s) relate to the advancement of the College's programs and activities.
 - f. All other groups outside the College (see Policies and Regulations for non-college groups).
4. Facilities reservations shall be assigned on a "first-come, first-served" basis unless a serious conflict occurs. Three Rivers College reserves the right to adjust the reservation.
5. Three Rivers College will meet facilities requests by utilizing buildings that are already scheduled to be open and in use during the requested time.
6. Events in non-athletic facilities must be terminated by 11 p.m. Sunday through Thursday and 12 midnight on Friday and Saturday. Academic facilities are not available after 10 p.m. on any evening. Exceptions for unusual circumstances must be requested in the Request for Facility Use Form (see Appendix I).
7. Three Rivers College is not liable for personal injuries or for loss or damage to non-college property.
8. Three Rivers College reserves the right to close any production or activity that presents a possible danger to the audience or the facility.
9. It is the responsibility of the contracting party to maintain the College standard of conduct and dress appropriate to a College environment. Failure to comply may result in immediate termination of the use of the facilities.

10. The contracting party is responsible for all damage to the facility incurred during the scheduled usage and for cleaning charges when applicable.
11. Nothing is to be affixed to walls, ceilings, floors, doors, or furniture either indoors or outdoors without approval. The written request should be submitted with the Request for Facility Use Form.
12. Fiscal obligation settlements to the College are payable to Three Rivers College and are expected to be paid a minimum of 10 business days prior to the scheduled facilities usage. Payment should be made to the Office of Student Accounts. Fiscal obligation may be waived with the approval of the President.
13. Requests to reserve most campus facilities must be submitted a minimum of 30 days prior to the date of intended use. Special set-up or arrangements cannot be made in less time. The free speech and assembly regulation can be found in [GAR1201](#) or at trcc.edu/about/policies-and-regulations.
14. The scheduling of any campus activities that would require substantial student involvement is prohibited during final exam week. The Office of the President may grant special permission to schedule an event.
15. Meetings or events sponsored by student organizations that are open to the public and involve the use of college facilities must adhere to the same guidelines and restrictions applied to non-college groups requesting the use of college facilities.
16. The use and/or possession of drugs, alcohol and gambling, or narcotics on campus is strictly prohibited in accordance with [GAP1206](#).
17. Hunting on college-owned property is prohibited.
18. Three Rivers College has designated smoking areas, and smoking is only allowed in these areas (See Appendix II for campus map with labeled smoking areas).

FACILITIES REQUEST PROCEDURES

The Request for Facility Use Form is used for a variety of procedures. A person shall file a Request for Facility Use Form for the following types of requests:

1. Use of any College facility.
2. Blocking of parking lots or college streets.

The procedure is as follows:

1. Complete the Request for Facility Use Form, located on the website at trcc.edu/about/calendar.
2. The form should be completed and submitted to the Office of Student Life.
3. When a fee is owed (see College Facilities Usage Fee section), it must be paid a minimum of 10 business days before the event.
4. Once a request has been approved, liability insurance information must be submitted to the Office of Student Life at studentlife@trcc.edu.
5. The Office of Student Life shall be notified at studentlife@trcc.edu if an event is rescheduled or canceled.
6. Any appeals arising from the usage shall be directed to the Office of Student Services.

COLLEGE FACILITIES USAGE FEES

1. The rental, service, and usage fees charged to non-college users will be reviewed annually by the President and recommendations will be made to the College Cabinet for review. The Cabinet will make the final decision.
2. Charges may apply for use of any facility depending on the location, times, and specific needs of the activity. This may include custodial, security, special equipment, and/or other services needed or required. Charges for facility rental will include the time needed for set up and rehearsal in addition to the actual event time.
3. When a fee is to be paid the following will apply:
 - a. The person listed as the event sponsor will be notified by the Student Life Coordinator.
 - b. The fee must be paid to Three Rivers College a minimum of 10 business days prior to scheduled usage of the facility. Failure to meet the fiscal responsibilities may result in losing the privilege of scheduling future events at the College.
 - c. Cancellation of an event without notification at least two business days in advance may result in partial billing for the event.

FACILITY FEE SCHEDULE

Fees are charged on a per-day basis unless otherwise specified. Other fees may apply if necessary.

- Tinnin Fine Arts Center
 - Auditorium \$300
 - Foyer \$200
 - Dressing Room \$50
 - Grand Piano \$150
- Bess Activity Center
 - Student Center \$200
 - Conference Room \$100
- Classrooms
 - Rental Fee \$25/hour

Labor: Cost of labor is determined on a per-employee basis
Building Manager: \$100/event
Technician(s): \$35/hour/person (separate fee for each type of technician)
Police: \$40/hour/person
Custodial: \$100/event/night

THREE RIVERS COLLEGE RESPONSIBILITIES

Three Rivers College, personnel will be responsible for:

1. Temperature control.
2. Unlocking and locking the facility at the designated times listed on the request form.
3. Facility setup.

The policies governing the use of designated facilities and the operation of special equipment may require additional responsibilities to be handled by Three Rivers College personnel to protect the College's investment in its equipment and facilities.

USER RESPONSIBILITIES

Three Rivers College is not responsible for personal injury or property damage associated with the use of college equipment or facilities.

The user of campus facilities must have at least one legally responsible adult present during the entire time the facility is in use. Additional sponsors may be required for large group activities.

The sponsor's duties are:

1. To ensure that any special requirements for use of the facility are met.
2. To ensure that no damage is done to Three Rivers College facilities or equipment.
3. To maintain order at the event so that classes and other groups or events are not disturbed.
4. To inspect the facility for litter and to restore furniture, etc., to its original location after the event is over unless other arrangements have been made.
5. To report any damage to the Student Life Coordinator and/or building manager.

Liability insurance coverage is required for non-college events and can be purchased from the college insurance group, or the user may add a rider to an existing insurance policy. If the event coverage is added to an existing policy, the minimum coverage limit should be \$2,000,000 per occurrence with no more than \$250 deductible per claim. Proof of liability insurance coverage must be provided to the Office of Student Life at least thirty (30) days before the event to guarantee the reservation.

The user contracting the facility is responsible for any payments for damages incurred. If restitution for assessed damages is not made, the user may not be allowed to use Three Rivers College facilities in the future. In addition, Three Rivers College reserves the right to take legal action to collect any assessed damages and associated costs of collection.

BUILDING MANAGER RESPONSIBILITIES

The Building Manager (or their designee) shall be responsible for the following:

- Scheduling areas located within the building of their responsibility.
- Recognizing scheduling conflicts, the need for specialty equipment and training, and when appropriate, for use of specialty equipment.
- Unlocking building/event spaces for the event times listed on the request.
- Arranging set up.
- Contacting the Physical Plant Director and setting the fee for any restitution.

POSTING GUIDELINES

The following guidelines apply for campus signs, posters, and promotional materials:

1. All Three Rivers College promotional items must be approved through the Communications Department to make sure they are within the identity standards and guidelines. All materials from outside entities must be approved by the Office of Student Services prior to posting.
2. All notices and printed materials must carry the name of the organization(s) responsible for distribution. Organizations are responsible for notices or printed materials bearing the names of individuals identified thereon as officers or members of the organization.
3. Bulletin boards are available in academic buildings and may be used for posting publicity material on behalf of recognized campus organizations and academic departments. Materials should not remain posted longer than 24 hours after an event.
4. Posters and signs should not be taped on glass or affixed to wall surfaces not specifically designated as bulletin boards.
5. Temporary freestanding publicity and directional signs may be used on the day of the event. Flashing signs and similar commercial-type signs and marquees are not to be used on campus.
6. Placing flyers on automobile windshields is not allowed. The distribution of non-commercial handbills and other literature is regulated in the Free Speech and Assembly regulation ([GAR1201](#)). **No commercial solicitation will be permitted.**
7. Exceptions to the guidelines, approval for special forms of written advertising, or approval for material not related to a sanctioned department or organizational activity must be obtained through the Office of Student Services prior to posting any materials.
8. The right to distribute notices and printed material shall not include libelous or defamatory statements. Neither shall this right extend to materials encouraging and promoting violations of the public peace or the regulations of the College.
9. The marquee is used to promote campus events including theater performances, special programs, and any other events of interest to the campus community and/or the community at large. Arrangements to use the marquee may be made through the Communications Department.

THREE RIVERS COLLEGE OFFICE OF PUBLIC SAFETY

The Office of Public Safety is responsible for maintaining order on the campus and protecting college facilities. The following is the facilities use information as it relates to campus safety.

1. The Director of Special Projects and Safety will determine if additional security presence is required during an event.
2. Upon notification that additional security is needed for an event, the Director of Special Projects and Safety will recommend the appropriate number of personnel for the event.
3. The Student Life Coordinator will be notified of the number of personnel needed and will contact the organizing party as to the charge for the additional personnel.

All local, state, and federal laws shall be enforced.

SECTION II: APPENDIX

APPENDIX I – REQUEST FOR USE OF FACILITY FORM

The Request For Use of Facility Form is available online at trcc.edu/about/calendar/ or can be opened clicking https://trcc.edu/wp-content/uploads/Facility_Use_Request_form.pdf.

APPENDIX II – CAMPUS MAP FOR DESIGNATED SMOKING AREAS

THREE RIVERS CAMPUS MAP



1 Academic Resource Commons (ARC)/ Rutland Library	7 Driver's License Examination	14 Robert W. Plaster Free Enterprise Center (PLST)
2 Baseball Clubhouse	8 Fire Training Academy	15 Porter Distance Learning Center (PORT)
3 Bess Activity Center (BESS)	9 Fire Training Field	16 Rivers Ridge Apartments
4 Bess Student Center/Bookstore (BSC)	10 Libla Family Sports Complex (LBLA)	17 Softball Clubhouse
5 Baptist Student Union	11 Maintenance	18 Tinnin Fine Arts Center (TINN)
6 Crisp Technology Center (CRSP)	12 Mo Job Center	19 Welcome Center and Student Services (WEST)
	13 Public Safety	20 Westover Administration Building (WEST)

- Handicapped Parking Area
- Designated Smoking Area
- Emergency Phone
- Pick Up/Drop Off



**THREE RIVERS
COLLEGE**

CAMPUS TOBACCO POLICY

Three Rivers College has a policy that will help promote social respect for our campus community. The policy allows smoking on campus but restricts smoking to designated areas only. Designated areas are identified by signs that read “DESIGNATED SMOKING AREA.”

All buildings are smoke-free at all Three Rivers College locations. The use of tobacco products is also prohibited inside or around the front doors of all buildings.