

ALVIN COMMUNITY COLLEGE

GYMNASIUM



GUIDELINES FOR USE

The Gymnasium facility has been developed for for the use of the College and the general public for common good and, like any other facility on campus, is governed by Board Policy, *Section GD (Local) "Community Use of College District Facilities," Section DGD (Local) "Employee Use of College District Facilities" and Section FLAA (Local) "Student Use of College Facilities."* Charges and fees are assessed based on categories outlined in the College Policy Manual which are: educational, civic, business/commercial, and recreational and social. Application for the use of facilities is made through the Events Coordinator at 281-756-3611.

ROOM FEES

Rental Fee Categories (Refer to Section E)

Gymnasium

\$50.00 per hour (2-hour minimum)

REQUIRED FEES

Deposit

\$100.00 (Paid at time of reservation)

The deposit is refundable if premises are left clean and undamaged. An inspection of the facility will be conducted following the event. The user will be responsible for the total amount of any damage repair costs.

Cleaning Fee (Non-refundable)

\$25.00 - \$150.00 (sliding scale based on number of people and facilities utilized)

Tax (8.25%)

The tax rate will be multiplied by the total cost of the facility rented (including Room Rental, Security Fee, Custodial Fee, Equipment Fee, Media Fee, & any other fees that may apply)

ADDITIONAL FEES

Alcohol Fee (Only Wine/Beer/Champagne permitted)

\$200.00

Must be approved by the College President

Security Fee

\$40.00 per hour (2-hour minimum)

This fee will be applied based on the type of event held beyond normal working hours and to any event at which alcohol is served. Only ACC Campus Police may be used.

Cleaning Attendant Fee (during event)

\$30.00 per hour (2-hour minimum)

This fee will be applied based on the size of event being held beyond normal working hours.

- One housekeeper required for 1 - 100 people
- Two housekeepers required for 101 - 200 people

Equipment Fee (includes use of LCD Projector/Screens, Podium, & Microphones/PA System)

\$150 per day

Media Operator Fee

\$45.00 per hour (2-hour minimum)

This fee will be applied based on the type of event being held beyond normal working hours.

On-Site Manager Fee

\$40.00 per hour (2-hour minimum)

This fee will be applied based on the type of event being held beyond normal working hours.

CANCELLATION POLICY

Prior to 60 days	100% return
59-30 days	75% return
29-8 days	50% return
7 days or less	No return

FACILITY POLICIES

Tobacco use is ***not*** allowed inside the building or on any college property.

The physical attachment of any material to the building, inside or out, is prohibited. Nails, staples, tacks, tape, etc., are not permitted.

Alvin Community College will not be responsible for any items left on the premises.

The party renting/reserving the Gymnasium is responsible for any damage and/or theft of furniture, equipment or other items.

A comprehensive general liability insurance policy is required for organizations renting College facilities. Insurance policy must reference coverage of alcohol if being served.

One-half of the charges assessed for the use of facilities must be paid at the time the reservation is made to insure reservation confirmation. The balance is due prior to the date of the event.