

ALVIN COMMUNITY COLLEGE
RULES GOVERNING FACILITIES USE
(Please retain for your records.)

1. Please be advised that any and all College requestors have **reservation priority** to campus facilities for rental over requestors not affiliated with the college. At any time prior to a scheduled event, if the College determines a previously reserved facility would be more suitable for a campus function then the non-college requestor will be asked to reserve an alternate facility of comparable capacity and or suitability.
2. The use of any College facility shall require the specific written approval of the Vice President, Administrative Services or designee. Rental confirmation shall be issued after receipt of a written application signed by an officer of an organization.
3. The rental confirmation shall be issued for specified hours and dates and the using organization shall not arrive before the time authorized and shall leave the College premises at the rental confirmation expiration time. No confirmation will be issued for the use of facilities later than 10:00 p.m. This provision may be waived under unusual circumstances.
4. A comprehensive general liability insurance policy is required for organizations renting College facilities. For insurance requirements see the ACC website: "Quick Links" tab to "Event and Room Scheduling" under "ACC Facilities/Equipment/Personnel Charges and Insurance Requirements."
5. Keys to College buildings shall be assigned only to employees of the College and buildings shall be opened only by such employees.
6. Tobacco use is prohibited in any building on campus or on any college property. If alcohol will be served during an event, an Alvin Community College police officer(s) must be present. The fees associated with this service will be disclosed on the rental agreement.
7. Youth or children's groups shall be supervised by responsible adults provided by the sponsoring organization.
8. College furniture, apparatus, and/or equipment shall not be removed, altered, or displaced without written permission on the rental confirmation.
9. Materials used for decorations shall be flameproof. Decorations must be removed and the facility left in the same condition as before the event. The physical attachment of any material to the building, inside or out, is prohibited. Nails, staples, tacks, tape, etc., are not permitted.
10. An inspection of the facility will be conducted following the event. The user will be responsible for the total amount of any damage.
11. Authorization is given for entrance to specific areas only, and use of specific facilities only within a building.
12. Rental confirmation for use of any College facility may be revoked when the use interferes with regular College use, when facilities are misused, or when the foregoing rules are violated.
13. An officer of the organization using the College facilities must have the rental confirmation in his/her possession while using the facility.
14. Any pamphlets, flyers, brochures or advertisements prepared for distribution of said event will not include Alvin Community College or ACC printed on such as a college sponsored event. It may be used as a directional address or location reference only.
15. One-half of charges assessed for the use of facilities must be paid at the time the reservation is made to ensure reservation confirmation. The balance is due prior to the date of the event.

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