

ALVIN COMMUNITY COLLEGE

STUDENT CENTER



GUIDELINES FOR USE

The Student Center 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)

Student Center Cafeteria

\$75.00 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)

\$100.00

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

29-8days 50% return

7 days or less No return

FACILITY POLICIES

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

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.

Procedures for Serving Alcohol

- The party renting/reserving Student Center will be responsible for the purchase, delivery, and serving of the wine/beer/champagne and for removing all unused portions by the end of the rental time.
- The party renting/reserving Student Center must adhere to all state liquor laws.
- Alvin Community College Campus Police must be employed for duty during any event at which wine/beer/champagne are served.
 - One police officer required for 1 - 100 people

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

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

Deposit amount for the use of facilities must be paid at the time the reservation to ensure reservation confirmation. The balance paid in full is due 2 weeks prior to the date of the event.