



McDowell Technical Community College
 54 College Drive
 Marion, NC 28752
 (828)652-6021

Facility Use Application

Complete all applicable sections and return form to facilitiesres@go.mcdowelltech.edu

Name of Organization: _____

Organization Type (check one):

- McDowell County Agency/School
- 501c3 Non-Profit; State or Federal Agency
- All Other Groups

Federal Tax ID# _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Title: _____

Email: _____ Phone: _____

Type of Facility Requested:

- Multi-Purpose/Conference Room
- Auditorium
- Classroom
- Computer Lab

Event Name: _____

Event Description: _____

of Attendees expected: _____ Will there be a charge to attend? Yes No

Meeting Dates: _____ Meeting Time: _____ to _____

Technology Needs: Data Projector Microphone/Sound System Computer

Insurance Requirements:

A Certificate of Insurance must be provided to McDowell Tech evidencing liability insurance is in force for the duration of lease of space at the College. McDowell Technical Community College must be named as Additional Insured on Lessee's general liability policy. Liability limits of no less than \$1,000,000.00 per occurrence must be maintained by Lessee during the lease period. To the fullest extent permitted by law, Lessee shall indemnify and hold harmless McDowell Technical Community College against all claims, damages, losses and expenses arising out of the use of the lease premise. Furthermore, Lessee shall obtain from each of its insurers a waiver of subrogation on Commercial Liability in favor of McDowell Technical Community College with respect to losses arising out of or in connection with use of the leased premises. In the event Lessee does not carry general liability insurance, evidence of a Special Events liability policy with similar terms and conditions as above may be provided.

The undersigned hereby represents themselves as an authorized agent of the aforementioned organization and, as such, makes application to McDowell Technical Community College for the use of the College's facilities. The undersigned warrants that the applicant will observe all regulations of McDowell Technical Community College, agrees to the policies and procedures contained in the MTCC Policy Manual, Catalog and Student Handbook and accepts financial responsibility for all expenses associated with reserving and utilizing McDowell Technical Community College facilities, equipment, and services.

Signature, Authorized Representative of the Organization: _____

This section to be completed by McDowell Technical Community College

Applicable Fees:

Rental Fees day(s) \$
Custodial hrs \$
Security hrs \$
Other hrs \$
Total Fees \$_____

Fees Paid \$_____ (01-110-00-494300-10003)

Date Paid _____

Received by _____

Room Assignment



McDowell Technical Community
College 54 College Drive
Marion, NC 28752
(828) 652-6021

Facility Use Information

Request Procedures:

1. An inquiry to facilitiesres@go.mcdowelltech.edu should be submitted to determine if the desired date and time is available, and to request a Facility Use Application.
2. The Facility Use Application should be completed and returned to facilitiesres@go.mcdowelltech.edu.
3. Upon notification of acceptance of the request by the College, a check to cover the charges will be made out to McDowell Technical Community College and sent to the Business Office (54 College Drive, Marion, NC 28752) 10 days in advance of the event.

Contractual Obligations: (See "[CP 1.9.1 Facility Use by Outside Organizations](#)")

- The User agrees to hold McDowell Technical Community College free, harmless, and indemnified from any claims, suits, or causes of action arising from or out of its use of a College facility.
- The College cannot assume responsibility for damage or loss to such property. Any group scheduling facilities on campus should have its own insurance to cover any property or materials it brings to the campus. All visiting groups are responsible for overseeing the activities and conduct of their members while utilizing College facilities. The College assumes no liability for injury incurred by any member of such a group while engaged in a group activity on College property
- A User shall not sign or transfer its permit to use College facilities to any other person or group without the express written permission of the appropriate College official.
- An agreement to use College facilities may be canceled or amended by either the User or the appropriate College official for good cause provided five days' notice is given to the other party. Amendments may be made only by mutual agreement of both parties involved. In addition, refund of the usage fee or any portion thereof, where applicable, will be made at the discretion of the President or his/her designee.
- Violations of any of the College rules and regulations shall be grounds for the suspension of a User's privilege to use school facilities.
- The User shall leave the College premises in a clean, neat, and orderly condition. In the event that College property is damaged, the organization or entity booking usage shall be liable for the damages.
- If the User finds the facility unkempt or not fit for the intended use, he/she should notify the appropriate College personnel prior to the beginning of that use.
- The User is responsible for the supervision of the activity (class meeting or event), including the maintenance of order and the safety of the people present.



Fee Schedule for Facility Use

Category 1 McDowell County agencies and McDowell County schools	No charge for room rental; some fees may apply	
Category 2 Non-profit, active 501c3 groups; state and federal agencies		
	Full Day (4+ hours)	1/2 day (1 to 4 hours)
Multipurpose/Conference room	\$100	\$50
Auditorium	\$150	\$75
Classrooms	\$50	\$25
Computer lab	\$75	\$35
Category 3 All other groups		
	Full Day (4+ hours)	1/2 day (1 to 4 hours)
Multipurpose/Conference room	\$200	\$100
Auditorium	\$300	\$150
Classrooms	\$100	\$50
Computer lab	\$150	\$75

Rental fees are in place to protect the state's property, provide requested equipment, and ensure that energy costs are recovered.

Normal working hours	8:00am – 10:00pm Monday - Friday
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Fees:

Security - \$25 per hour/officer will apply to any event held during times when college security is not normally staffed. Events held after normal business hours require a three (3) hour minimum.

Custodial – normal and usual housekeeping is included with the facility rental during normal business hours. Additional custodial workers may be required due to clean-up above and beyond standard cleaning and are appropriated at the discretion of the College based on the needs of the event.

If the College is closed due to inclement weather, the Lessee will have to reschedule, as the College will not have staff on premises to provide access to classrooms and maintain the safety of the parking lots and walkways. Operating status can be verified by calling: 828-659-0419.