

**Rogue Community College/Southern Oregon University
Higher Education Center**

**Facilities Use Agreement
Facilities Use Policy**

A. General Policies:

1. Use of the HEC facilities will at all times be consistent with Southern Oregon University (SOU) and Rogue Community College's (RCC) primary purposes of instruction, research, and public service. This policy covers both internal users (SOU and RCC students, faculty, and staff) and external users (the public at large and anyone not defined as an internal user).
2. Alcoholic beverages are not permitted in the HEC. An exception to this policy can be granted by the President of Rogue Community College or the President of Southern Oregon University.
3. Smoking is prohibited in the HEC and within 20 feet of the building. Please observe the posted notices regarding smoking.
4. Weapons are not allowed in the HEC.
5. Food is not permitted in any classrooms. Any exceptions must be approved by the HEC Event Coordinator.
6. A kitchen is available for use. All food and materials stored in the kitchen must be removed and the kitchen cleaned by the end of the scheduled event.
7. Normal business hours are Monday – Thursday 8am – 10 pm and Friday and Saturday 8 am – 5 pm. Hours vary during winter break, spring break, and summer term. Rentals outside of normal business hours will be considered on a case-by-case basis. Additional fees may apply.
8. The HEC does not have designated parking for external users of the building.
9. The HEC does not allow fundraising events by external groups.
10. Adult supervision is required if minors (18 years and under) are present at any event. Children under high school age (14 years and under) are not permitted at the HEC unless directly supervised by a responsible adult. The adult may be asked to remove any child or children who are being disruptive. If the event involves more than 6 minors, a minor supervision plan must be submitted to the HEC Event Coordinator for approval.
11. Facility use agreements will be denied or revoked if there is any evidence that the proposed activity or event will prohibit admission to any person(s) on the basis of race, religion, ethnic groups, sex, disability or national origin.
12. The Facility should be left clean and in order after an event. All trash, booklets, pamphlets, visual aids must be removed and chairs/tables returned to their original positions/locations at the end of an event. Recycle bins are located on all floors on the southeast sides of the building. Trash receptacles are outside of each room. If the container is full, please contact the Welcome Center Desk.

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13. Authorization to use the facilities may be revoked by the Director, HEC Event Coordinator or designee upon violation of any policy, rule or procedure.

B. Rental Procedure for External Users

1. The HEC Facilities Use Agreement and Contract should be completed at least 10 working days prior to the first rental day and submitted to the HEC Event Coordinator. Requests will be treated on a first come, first-served basis. HEC classes and activities have priority use over non-HEC activities.
2. Payment of Fees: Fees for the use of HEC facilities are established by the HEC Operations Group and approved by the appropriate SOU & RCC procedure (our fees are approved by our Board). The most current adopted fee schedules are attached, including charges for rooms, equipment, set-up, support staff, and related activity.
Differential fees are established for SOU and RCC sanctioned clubs, Non-profit organizations, and Business/Individual/Profit Organizations. External users must submit payment in full prior to the date of the event, including cleaning/damage/ deposit, support services fee, and a security fee, if required. Full payment must be received 5 working days prior to event.
3. External users, including those sponsored by internal users, are required to secure a \$1 million liability insurance policy. This requirement may be modified only for nonprofit activities consistent with HEC's instructional, research, or public service objectives that involve minimum exposure or risk to HEC. The certificate of insurance must be provided to the HEC Event Coordinator with the HEC Facilities Use Agreement and Contract.
4. Cleaning/Damage/Key Deposit: A cleaning/damage/key/ deposit of **\$100.00** is required and is payable at the time the HEC Facilities Use Agreement and Contract is submitted. The deposit is refundable if the facility is left in its original condition. The deposit may be returned within 30 days after the final date of the event or may be held on file for future events. If the facility is not returned to the original condition, fees will be charged to restore the rented area to its original condition, normal wear and tear excepted.
5. In the event of a cancellation, the deposit is 100% refundable if the reservation is cancelled at least 5 working days prior to the event. If the reservation is cancelled less than 5 working days prior to the event, 50% of the deposit will be refunded.
6. Reservations for HEC facilities are not considered reserved until the HEC Event Coordinator has received all the required documentation and associated payments and has signed the HEC Facilities Use Contract.

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C. Additional Fee Information

1. Support Services Fee – The HEC Event Coordinator reserves the right to require necessary support services be added to the HEC Facilities Use Agreement and Contract for functions that he or she deems necessary. In that event, the external user shall be required to pay a support services fee.
2. Security Fee – The HEC Event Coordinator reserves the right to require security at any event he or she deems necessary. In that event, the external user shall be required to pay a security fee.

D. Rentals to Religious and Political Organizations

1. Religious Organizations – HEC facilities will not be made available for organized religious services on a regularly scheduled basis. Periodic ecumenical special events or meetings may be approved according to the provisions of the facilities use procedure.
2. Political Organizations – Political activities provide an educational opportunity for the citizens of our district. Facility use fees for such activities will be waived for such activities as long as they are open at no cost to the general public. This applies to elected officials and candidates for public office, as well as political activity related to any measure that has been approved for the ballot. An equal opportunity to use HEC facilities will be provided to any opposing candidate or opinion. If a fee is charged for admittance to the event, the facility use fee schedule will apply.

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Room #	Description	Cap.	Rate	Nonprofit Rate	
126	Video Conference	22	\$40 per hour \$300 per day Plus \$25 set-up fee	\$20 per hour Plus \$25 set-up fee	_____ _____
108A/108C/124	Computer Labs	24/25	\$40 per hour \$300 per day	\$20 per hour \$150 per day	_____ _____
127/129b	Multipurpose Room	60 -100	\$30 per hour \$220 per day	\$15 per hour \$110 per day	_____ _____
132	Presentation Hall (has mic)	100	\$50 per hour \$350 per day	\$25 per hour \$175 per day	_____ _____
228	Seminar Room	20	\$25 per hour \$175 per day	\$15 per hour \$100 per day	_____ _____
130A	Business Center Conference Room	12	\$25 per hour \$175 per day	\$15 per hour \$100 per day	_____ _____
	Small Classroom	30	\$13.00 per hour \$100.00 per day	\$10.00 per hour \$65.00 per day	_____ _____
	Medium Classroom	36	\$15.00 per hour \$125.00 per day	\$10.00 per hour \$65.00 per day	_____ _____
	Large Classroom	48	\$20.00 per hour \$150.00 per day	\$15.00 per hour \$65.00 per day	_____ _____
112	Science Lecture Hall (has mic)	72	\$25 per hour \$160 per day	\$20 per hour \$85 per day	_____ _____

Polycom Usage

Using the system to dial out to a 541 number the renter provides:

\$35.00 set up which includes the first hour

\$25.00 an hour after that

Using an 800 number and extension HEC provides:

\$50.00 set up which includes the first hour

\$25.00 an hour after that

A \$100 (cleaning/damage/key) deposit is charged one time and may be held for future reservations or returned within 30 days.

\$100.00

There is a 2 hour minimum for all rentals.

There is a \$25.00 fee, if set-up and clean-up is requested.

If the building is closed, an additional \$25.00 per hour fee will be added.

TOTAL CHARGES: _____

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External users, including those sponsored by internal users, are required to secure a \$1 million liability insurance policy. This requirement may be modified only for nonprofit activities.

Questions, email HECSchedulerequest@sou.edu.

Organization: _____
Representative Responsible: _____
Contact Number(s): _____
Fax Number: _____
Email Address: _____

Facility/Room(s) Requested: _____
Estimated Number of Participants: _____
Polycom: (Phone Conferencing) Yes No Available in all rooms, a 10 day advance notice needs to be given.
Food Required? Yes No Organizations are responsible for arranging their own catering.

Purpose of Use: _____

Title of Event: _____

Date and Time of Program: _____
(The facility will be available only at the specified date and time)

Specific time the room(s) is to be unlocked: _____ locked: _____

Please check one below:

Sanctioned Club: RCC or SOU
Non-Profit Organization (Federal ID# Required for Non-Profits) _____
Business Individual Profit Organization

Rogue Community College and Southern Oregon University shall not, under any circumstances, be held liable for any reason under this Agreement, directly or indirectly, for any accident or injury to any persons whatsoever while on the premises or using the facility.

I have read and understand the attached HEC Facilities Use Policy and HEC Facilities Use Contract and agree to pay the amount of \$_____. I agree to take responsibility for assuring that the group I represent, its individual members, and others in attendance at the above-event will abide by the rules and regulations set forth.

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I agree to all of the terms and conditions in the HEC Facilities Use Policy.

Signature of Representative: _____ Date _____

Printed Name of Representative: _____

If you have any questions completing this form, please call 541-552-8107.

Two payments are necessary: The sum of \$100.00 for the security deposit. (If we currently have a deposit on file for you, it is not necessary to remit another.) The second amount is for the room rental fee. You may pay by credit card or make a check out to Rogue Community College. If sending a check, send check and the signed Facilities Use Contract to:

HEC Event Coordinator
101 S. Bartlett St.
Medford, OR 97501

TO BE COMPLETED BY THE HEC Event Coordinator:

1. HEC Facilities Use Contract – Date Received _____
2. Liability Insurance Policy – Date Received _____
3. Calculation of Rental Fees
Rental Rate: Room(s) Reserved _____ \$ _____
Set-Up Fees, if required \$ _____
Cleaning/Damage Deposit (\$100.00) \$ _____
Support Services Fee, if required \$ _____
Security Fee, if required \$ _____
\$25.00 per hour after hours fee, if applicable \$ _____

Total Rental Fee \$ _____
4. Date Rental Fee Received _____
5. Date of Cancellation, if applicable _____
6. Date of Deposit Refund, if applicable _____

Signature of HEC Event Coordinator: _____