



## FACILITY USAGE POLICIES

### Hours of Operations:

**Monday – Thursday: 8:00am – 9:30pm**

**Friday: 9:00am – 3:30pm**

**(Summer and holiday hours are based on semester class schedules)**

The following information is for events within the building. Use of the common outside areas requires prior approval through our landlord SCRA. This facility is a non-smoking facility and does not allow animals other than service dogs in the building.

**After Hours:** When possible we will allow organizations to host events at our facility. A staffing fee will be required of all organizations using the facility after hours. An hourly rate of \$25.00 per hour will be charged to the host organization.

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### Facility Usage:

College facilities are used primarily for educational activities. When meeting space and parking are not required for college related programs and events space may be made available to outside organizations such as economic development organizations, educational organizations, governmental, non-profit, and for-profit organizations whose mission and values are consistent with those of the college, and public entities such as congressional delegations, legislative delegations, city and county counsels.

### Prohibited events:

The Lowcountry Graduate Center/College of Charleston North Campus does not accept reservations for private parties such as showers, birthdays or private receptions, company parties and similar events. Off-campus organizations may submit a reservation request form for meetings, training sessions, and seminars. This facility reserves the right to refuse events or to terminate an existing agreement if it is determined that the proposed event is not in agreement with the College of Charleston North Campus and Lowcountry Graduate Center's administrative policies based on the mission and core values of the institutions we represent.

## CofC North Campus/LGC FACILITY USAGE POLICIES Continued

### Rules and Regulations:

**ADA Accomodations:** Individuals with disabilities are encouraged to attend *events sponsored by the College of Charleston and Lowcountry Graduate Center*. If you are a person with a disability and require special accommodations please contact Center for Disability Services (843) 953-1431 in advance. Outside organizations are responsible for any additional services. The building, facilities and classrooms are ADA compliant.

**Audio/Visual Assistance:** Our technologist or trained staff member will be on hand to assist with audio/visual set-up or questions regarding operation of classroom/facility equipment. A list of these items is available on our Facility Overview page and on the Facility Usage Request Form.

**Catering:** All events at this facility are required to utilize College of Charleston's exclusive caterer (Aramark). Information can be found at: <http://www.campusdish.com/en-US/CSSE/Charleston/Catering/> or by calling: (843) 953-5669

**Food and Alcohol:** As all events are required to utilize Aramark catering services they do have a certificate of liability insurance that will cover all events arising from food/beverage services. If, for any reason, another catering service is used (this is possible only if Aramark/College of Charleston Food Service Director has signed a waiver) a certificate of insurance must be provided along with the signed Facility Usage Contract.

If this is a student attended event all organizations must adhere to the policies of the College of Charleston Office of Student Life in the Compass (this can be found under forms on their website: <http://studentlife.cofc.edu/>).

**Parking:** Free parking is limited to lots designated for Building B or B/C. Please be aware that anyone parking in a reserved space without proper authorization or in unauthorized areas (such as on the lawn) will be towed by the South Carolina Research Authority at the expense of the owner. You may temporarily park directly in front of the doors to load or unload equipment and materials for events with prior notification to the Director of Facility and Office Ops.

**Security:** Event security is coordinated and arranged through SCRA and the College of Charleston's Department of Public Safety. The number of officers required and pricing per hour are at the digression of the Dept. of Public Safety. All events including alcohol require the presence of public safety officers. Other types of events may also require the presence of Public Safety officers. If deemed appropriate the Director of Facility and Office Operations will refer the group to the Department of Public Safety upon receipt of the Facility Usage Request Form.

## **CofC North Campus/LGC FACILITY USAGE POLICIES Continued**

**Damages and Responsibilities:** It is the responsibility of the organization to be aware of the rules and regulations associated with using the facility. The signature upon the Facility Usage Request Form will indicate your accepting responsibility to ensure that all rules and regulations are adhered to by all attendees. Organizations will be assessed charges for all damages to the facility that occur exceeding normal usage, wear and tear. All props and decorations must be removed upon completion of event. Trash must be disposed of in trash cans provided at the completion of the event.