

**ADRIAN COLLEGE USE OF FACILITIES POLICIES**  
**100 S. Madison St., Adrian, MI 49221**  
(517) 264-3156

*The College maintains buildings, including a number of specialized facilities, designed and equipped to house the various types of activities required for its educational programs. Beyond the scheduled use of the College, these facilities are available for use by other appropriate groups according to the policies outlined below. Additionally, expenses to the College arising from the use of the facility may apply.*

1. Clubs and organizations of the College will have preference in scheduling facilities during the academic year.
2. In order to secure your reservation, a fully completed Facility Reservation Form must be submitted for consideration to the Office of Conferences located in Valade Hall. The Office of Conferences reserves the right to decline your reservation based upon availability or other extenuating circumstances.
3. **As the reserving party, it is your responsibility to contact Plant Services for room set-up, Sodexo for food and beverage orders (if applicable), Education Curriculum Center (ECC) for A/V equipment delivery when needed, and Event Technology Services to request audio/visual assistance. Failure to contact these providers in a timely manner for assistance may result in no support for your event.**
4. The College facilities shall not be used for the purpose of making a profit or other commercial venture unless specifically authorized by the College. The sale of merchandise will only be permitted if incidental to the planned use. If permission to use the facilities is granted; however, the College reserves the right to charge a fee.
5. Facilities may not be rented by student organizations to avoid College regulations.
6. Partisan or special interest groups using College facilities will not be considered to have College approval by reason of such use.
7. The use of all facilities is subject to all applicable federal, state, and local laws and ordinances. You and/or your group must adhere to campus quiet hours as the City of Adrian noise ordinance begins at 11:00 p.m. daily.
8. 6% sales tax will be added to all billable charges. Not-for profit organizations must give Adrian College Internal Revenue Service proof of tax exempt status including the tax ID# which must accompany signed reservation form.
9. Prior approval from the Office of Conferences for the use of alcoholic beverages must be obtained and only permitted for specified events with appropriate licensure and insurance and must accompany Reservation Form. Drug use is not permitted on College property. Tobacco use is only permitted outside of all campus facilities and at least 25 feet away from any building entrance.
10. Use of special facilities or equipment such as specialized athletic areas, laboratories, serving equipment, audio-visual equipment, or other, equipment requires special permission. A representative of the College will usually need to be present when specialized equipment is used. An additional charge for this service may apply.
11. **Alcohol consumption is only permitted in areas stated in your reservation. Fines may occur if this policy is violated. The College reserves the right to remove any individual who, in the sole discretion of the College is being disruptive, destructive, or visibly intoxicated. As the reserving party, you are responsible for any damage caused by you or your guests to the facilities, including landscaping.**
12. Exclusive rights for all food, beverage and related vending machine sales have been granted to the campus vendor (with exceptions for specified campus events through the Director of Auxiliary Services.) Other groups MUST contract for food and beverage service with the vendor on a campus-wide basis.
13. **No outside food or beverages may be brought into Sodexo sanctioned spaces (Adrian Tobias Center, Ritchie Marketplace and Annex, all locations in Caine Student Center, Arrington Ice Arena and Downs Hall) unless written permission is granted by Sodexo prior to the scheduled event. In the event you violate this provision a charge up to \$200 will be billed to you and/or the organization listed on the Facility Reservation Form.**
14. You and/or your group using the facilities may need to reimburse the College for additional costs incurred including wages of personnel. The College may waive reimbursement for College groups.
15. **Damage to equipment or facilities will be the responsibility of the individual and/or organization in charge. Reimbursement will be required in the amount of the cost to replace or repair.**
16. **You and/or your group are NOT to stake signs of any form into the ground. Sidewalk chalk, paint, or spray paint is strictly prohibited. Charges will be incurred if violated.**
17. Fire and safety regulations as required by the College, Township of Adrian, the County of Lenawee, and the State of Michigan will be observed by all groups using College facilities.
18. **Driving of vehicles on sidewalks, patio pavers and grass is strictly prohibited. Charges will be incurred if violated.**
19. The intent of this policy is to provide access to College facilities for all on an equal basis. No reservations shall have a standing priority. Reservations shall be handled on a first-come, first-serve basis.
20. The user of the Facility may not use the name of the College for any purposes other than publicizing the location of the event without written permission of the President of the College.
21. Should the College President, in his or her sole discretion, determine that any of the above terms are being violated, the President, or his or her designee, may terminate the User's Contract for Facility Use.

# ADRIAN COLLEGE

*Application is hereby made for use of College faculty and staff:*

**PLEASE PRINT OR TYPE** if the form cannot be read, it cannot be processed for campus use. Read the terms of usage on the reverse side **BEFORE** completing this form. Complete this application and submit it to the Conference Office in Valade Hall, at least fourteen (14) days prior to the planned event. To check availability for classrooms, conference rooms, auditoriums and dining, etc., call the Conference Office at #4382. **Complete one form per request.**

TODAY'S DATE: \_\_\_\_\_

<b>Building</b>	<b>Room(s)</b>	<b>Expected Attendance</b>
<u>Day of Week</u>	<u>Date of Event</u>	<u>Timeframe</u>
_____	_____	In Time _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
_____	_____	Exit Time _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
_____	_____	Event Start Time _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
_____	_____	
<b>Description and/or purpose of event:</b> _____		
_____		
<b>Event Coordinator (PLEASE PRINT)</b>	<b>Email Address</b>	<b>Phone/Campus Extension</b>
_____	_____	_____
<b>Sponsoring Department/Organization</b>	<b>Advisor Name (PLEASE PRINT)</b>	
_____	_____	

**ADDITIONAL ARRANGEMENTS:** You are **REQUIRED** to contact the following department(s) for assistance. Failure to do so in a timely manner may result in no support. Checking any boxes indicates the Event Coordinator agrees to contact these departments.

**Check all services that apply to this reservation:**

**Catering:** \_\_\_\_\_ Contact Pat DuMont ext. 4126 or [pdumont@adrian.edu](mailto:pdumont@adrian.edu)

**Audio/Video Equipment:** \_\_\_\_\_ Contact **ECC at ext. 4485** to order any piece of equipment that would not normally be included in the reserved space

**Audio/Video Tech Support:** \_\_\_\_\_ Contact Chris Momany, Jr. at [cmomany1@adrian.edu](mailto:cmomany1@adrian.edu)

**Plant Services for Set-up:** \_\_\_\_\_ Please complete a **Plant Service Request** and forward it to Chris Haire. Check all the details that will be included in this request

\_\_\_\_\_ **Stage**          \_\_\_\_\_ **Lectern**          \_\_\_\_\_ **Floor Plan**

**Other Details:** \_\_\_\_\_

I have read the *Terms of Facility Usage Policies* on the back covering the on-campus use of facilities. I understand that the use of the facility requested must be in accordance with all Adrian College policies.

Signature of Event Coordinator	Date	Conference Approval	Date
_____	_____	_____	_____
Signature of Advisor (if applicable)	Date	<b>IN THE EVENT OF A CANCELLATION... NOTIFY CONFERENCES IMMEDIATELY</b>	
_____	_____		

**DATES OF DISTRIBUTION:**  
 Plant (1) \_\_\_\_\_ Sodexo (3) \_\_\_\_\_ LIVE Calendar: \_\_\_\_\_ Tech notified: \_\_\_\_\_  
 Others: \_\_\_\_\_