Halifax Community College Facility Rental Contract – External

ALL facility rentals REQUIRE a 4 hour minimum usage

GROUP I – Halifax Community College defines these users as College Sponsored or Co-Sponsored events. (User must apply through Halifax Community College for this status.) The facility fee may be waived, labor and equipment charges still apply.

GROUP II – Halifax Community College defines these users as Governmental Agencies, School Partnerships, and non-profit organizations. Group II users must use the space for the purpose of representing the organization, which is booking the space. All rules and regulations of Halifax Community College apply to these users. These users need to apply for a rental contract with Halifax Community College. A recognized organization or company official must sign the rental contract and pay rental fees with organizational funds by company check, VISA, MasterCard, and/or debit card with an imprint of the company or organization name. Proof of non-profit status is required for a contractual agreement.

GROUP III – Halifax Community College defines Group III users as any person, organization, or association not defined above as Group I or Group II users. These users need to apply for a rental application with Halifax Community College. All rules and regulations of Halifax Community College apply.

(Select the Group that Applies)

Group I ☐   **Group II** ☐   **Group III** ☐

 Name of Organization: _____ **Date:** _____

Address: _____ **Phone:** _____

Expected Attendance: _____ **Event Date:** _____ **Email** _____

Contact Person: _____

(All Fees are Per Day)	For-Profit Organizations	Non-Profit Organizations	Room Rate
BASIC CLASSROOMS -------------------------------	$50.00	$35.00	
COMPUTER or SCIENCE LAB -----------------------	$50.00	$35.00	
LARGE LECTURE HALL (RM 108) -----------------	$100.00	$50.00	
EXPANDED MULTI-ROOM (401A/B) -------------	$150.00	$75.00	
CONFERENCE ROOMS -------------------------------	$125.00	$75.00	
FITNESS TRAIL --	$75.00	$50.00	
CUSTOMIZED TRAINING CENTER -----------------	$125.00	$100.00	

(There is a $30 charge for each hour after the initial 4-hour block of time)

All rental payments must be made to HCC at least seven days before the scheduled event.

Halifax
COMMUNITY COLLEGE

Equipment Requested

Total Equipment
Cost

Laptop with VGA/HDMI Connection	$75 per day
HD Screens & projectors	$100 per day
Printer (Blk & White only)	$50 per day
Electronic Boards	$25 per day
Mobile Touch Screen Monitor 72"	$50 per day

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If the following rental agreement is requested for a Saturday or Sunday, there will be a
Security and Housekeeping charge.

Needed   Total Cost

HCC Security Officer	$50 per hr.
HCC Housekeeping Staff	$20 per hr.

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The total amount of rooms selected	
The total number of days rented	
The total amount of additional hours needed (above the 4hr block) (x-$30)	
The total amount of equipment requested	
The total hours for HCC Security ☐ Total Cost of Security	
The total hours for Housekeeping ☐ Total Cost of Housekeeping	

_____

Total Amount of Rental	
Deposit Paid	
Total Amount Due	

Renting Client Signature:

1. User shall be held responsible for any and all damages.
2. Only the area of the facility listed above may be used.
3. Items left at the facilities 24 hours after the event will be discarded.
4. Any furniture or equipment moved by the user must be returned to its original location. Otherwise a fee may be charged.
5. Children must be supervised at all times while on campus and must remain in the areas requested for use.
6. The possession and/or consumption of alcoholic beverages on College property is prohibited.
7. The facility must not be used in a discriminatory manner.
8. Rental fees must be paid at least seven (7) days prior to the use of the facility.
9. Sale of any items, admission, and/or registration fees must be approved in advance.
10. The HCC Board of Trustees and all HCC employees shall be held harmless from any loss, damage, liability, or expense incurred as a result of use of the College's facilities.
11. Any other conditions agreed on by both parties are stipulated below:
12. We do not have a kitchen facility for public use. Food is limited to boxed lunches/packaged snacks and bottled drinks.
13. IF USING OUR EQUIPMENT, YOU MUST BE TRAINED PRIOR TO EVENT OR YOU MAY BRING YOUR OWN.
14. YOU MUST REQUEST INTERNET SERVICE PRIOR TO YOUR EVENT-WIRELESS IS AVAILABLE ON CAMPUS.
    Authorization

Main Campus Security Phone Numbers: Chief E.T. Smith Campus Main Security Office: 252-538-4317/536-7286
This form must be signed and returned along with a description or sketch of any special room setup of tables, chairs, podiums, etc. Retain a copy for your files.
Return signed original to Halifax Community College.