



FACILITY USE GUIDELINES AND FEE SCHEDULE

CONTENTS

1. Facility Use Policy
2. Great Basin College Facilities Administrator Defined
3. Priority Use
4. Normal Operating Hours
5. Cancellation by Facilities Administrator
6. Cancellation by User
7. Reserving Facilities
8. General Insurance Requirements
9. Special Events Insurance
10. Hold Harmless Agreement
11. Child Protection Policy
12. Governmental Use
13. Political Events
14. Catering/Food & Alcohol
15. Stopping an Event
16. Decorations, Signs, Displays
17. Obstruction
18. Payment for Damages
19. Assumption of Full Responsibility by User
20. Room Occupancy Limits
21. Ejection of Objectionable Persons
22. Supervision and Inspection
23. Damages for Failure to Remove
24. Not Responsible for User's Actions
25. Security
26. Smoking Regulations
27. Firearm Regulations
28. Clean Up
29. Not Assignable
30. Altered or Amended in Writing Only
31. Policies Now in Effect
32. Lost or Stolen Articles
33. Refusal of Bookings
34. Use of GBC Equipment
35. Use of Theatre and Stage
36. Fee Schedule

1. Facility Use Policy

The Great Basin College Facility Use Policy is meant to ensure that all college facilities are utilized in the best interest of Great Basin College (GBC) and not in the proprietary interest of a particular organizational unit. Facility use is at the convenience of the institution and must not interfere with normal college instructional and other uses. At the same time, the College recognizes that GBC facilities are public buildings and they will be made available according to the procedures in this document. The fees charged do not represent the total cost of operating the facilities. They are only intended to recoup normal usage, utility, and staff costs.

2. Great Basin College Facilities Administrator Defined

When used in these Rules and Regulations, “Great Basin College Facilities Administrator” means the Vice President for Business Affairs, its officers, members and employees.

3. Priority Use

The priority of use for all facilities will be:

- GBC instructional use
- Other NSHE institutions’ instructional uses
- Other secondary and post-secondary institution instructional uses
- State and local agencies
- Non-profit agencies and organizations
- For-profit agencies and businesses, industries and organizations

4. Normal Operating Hours

- Monday through Saturday – 8 a.m. to 10 p.m.
- Sunday and Holidays – closed
- Special permission required for usage times outside of posted hours

5. Cancellation by Facilities Administrator

Use of the facility may be canceled at any time up to 30 days before User’s scheduled event in the case that facilities are required for a priority function. In such event, the Facilities Administrator will make reasonable efforts to relocate the user to another facility, but shall be under no duty to find another facility and shall have no liability for such cancellation or failure to find alternate facilities. The Facilities Administrator will refund 100% of all monies deposited by User in case of cancellation.

6. Cancellation by User

In case of cancellation by User, usage fees deposited by User shall be returned as follows:

- 90 days or more written notice of cancellation, 100% refund
- 60 days or more written notice of cancellation, 75% refund
- 30 days or more written notice of cancellation, 50% refund
- Less than 30 days written notice of cancellation or no-show, no refund

7. Reserving Facilities

Reservations for all facilities will be done through the facilities scheduling office with final approval given by the office of the Vice President for Business Affairs. Acquiring reservations for certain facilities (theatre, computer labs, interactive video rooms, etc.) may require additional time to make arrangements with the departments that oversee use of those facilities. Regular room request forms

are located at <http://gbcnv.edu/rooms/index.html> and theatre request forms are located at <http://gbcnv.edu/rooms/Theater Request Form.pdf>.

8. **General Insurance Requirements**

Users of GBC facilities are required to provide a certificate of insurance naming the Board of Regents, Nevada System of Higher Education on behalf of GBC as additional insured. The certificate of insurance should provide general liability coverage of \$1,000,000 combined single limit per occurrence. A sample certificate can be found at <http://www.bcn-nshe.org/downloads/riskmgmt/SampleCOI.pdf>. The system's self-insurance programs do not cover on-campus events held by off-campus groups. Known governmental agencies are exempt from this requirement.

9. **Special Events Insurance**

This insurance is available for events that will be held on or off campus. Insurance is provided through the Special Event Liability Group Insurance Trust, a fully insured Risk Purchasing Group. Coverage conditions and underwriting rules are solely that of the private insurance company that sponsors the program. Organizations are not required to use this insurance facility. They may arrange for and provide their own insurance coverage from any insurer that meets the university system's insurance and indemnification requirements. To obtain an application and quote go to www.eventinsure.com.

10. **Hold Harmless Agreement**

User shall indemnify, defend, and hold harmless NSHE, its officers, employees, and agents from and against any and all liabilities, claims, losses, costs or expenses to the person or property of another, lawsuits, judgments, and/or expenses, including attorney fees, arising either directly or indirectly from any act or failure to act by User or any of its officers or employees, which may occur during or which may arise out of the performance of this agreement.

11. **Child Protection Policy**

If User is using the facility for a program or activity for children, or if under the User's direction children are being brought to the facility to watch a performance, User must review and implement the NSHE and College Child Protection policies.

12. **Governmental Use**

Local government uses such as meetings, conferences, training sessions, health fairs, blood drives, and other similar uses may be permitted without usage fee, subject to availability of facilities and payment for the costs of any specifically ordered services, supplies or equipment. The fee may be waived at the discretion of the Facilities Administrator.

Governmental Sponsored Non-Governmental Purposes: All local governmental sponsored events which are non-governmental in nature such as banquets, award ceremonies, proms, dances, graduation parties, exhibitions and other similar uses, may pay a usage fee based on actual hours required for set-up and tear-down at the prevailing in-house labor rates, plus the costs of any specifically ordered services, supplies or equipment. The fee may be waived at the discretion of the Facilities Administrator.

13. Political Events

The primary mission of NSHE and its institutions is to educate students. In that regard, we share a common interest in making public facilities reasonably available for First Amendment activities, including political candidates and events. In allowing such use, NSHE and its institutions must use care to avoid the appearance of partisanship, i.e. that the institution favors any particular candidate or party.

Single candidate events should generally be expected to pay standard facility use charges, together with any out-of-pocket costs, such as security, that GBC incurs as part of the event. GBC shall seek advance payment of these estimated costs.

Recognized student clubs or faculty groups may sponsor candidate appearances/events, which may result in a waiver of facility use charge. Any out-of-pocket costs incurred by GBC should still be paid.

GBC may choose to host multi-candidate events as an education service to the college community and the public. These events may be without charge to the candidates, whether for use of the facilities or security, as long as facilities are available on the same basis to all political parties.

14. Catering/Food & Alcohol

GBC contracts with an outside vendor for exclusive rights to provide campus dining management services. Users of college facilities are required to utilize the catering services available on campus and additional information can be received by dialing 775.753.2227. The current vendor will invoice separately from GBC for any services they provide. If the current vendor refuses a catering event, outside catering vendors can be utilized with the stipulation that the kitchen area of the Leonard Center has no access for food preparation, warming, supplies, etc. Outside vendors must be properly licensed.

Any requests for alcohol must be pre-approved in writing by the President of GBC. There is a location on the room request form where this information can be provided. A Special Event Liquor or Beer and/or Wine License Application can be found at <http://www.ci.elko.nv.us/administration/Spec%20Event%20Liquor%20License%20App.pdf>. A copy of the signed agreement will be required prior to the event.

15. Stopping an Event

The Facilities Administrator may stop any performance or other activity which it considers to be of a nature, or being conducted in a manner, which is offensive to the comfort or safety of the community or portion thereof, or to prevent destruction or severe damage to property. User specifically waives any right to any claim for damages against the Facilities Administrator for such action.

16. Decorations, Signs and Displays

User may not affix or attach signs, placards, displays or decorations to the walls, ceilings, doors, panels, columns or other portions of the premises with tape, nails, staples, screws, or by any other non-permitted method without GBC approval. Permitted methods of such decoration or display include hanging from hanging strips on each wall, push pins and tacks or any other manner approved by management. Because of serious cleanup problems, NO candles, birdseed, rice, sparkles, confetti or similar material may be used without express approval of the Facilities

Administrator. No candles, tiki torches or other forms of open flame will be permitted inside any GBC building.

17. Obstruction

No portion of the sidewalks, entries, passages, vestibules, halls, corridors, elevators, ramps, stairways, or access to public utilities of GBC buildings or grounds shall be obstructed by the User or used for any purpose than for ingress or egress to and from the usage premises. The doors, skylights, stairways or openings that reflect or admit light into any place in the buildings, hallways, corridors or passageways and house lighting attachments shall not be covered or obstructed by User. Exceptions may be made with GBC approval.

18. Payment for Damages

The User shall pay the Facilities Administrator, upon demand, such sums as shall be necessary to restore the premises to its condition prior to User's event if any portion of any GBC building, grounds or equipment shall be damaged by the act, default or negligence of User or User's agents, employees, patrons or guests or any person admitted to the premises by the User.

19. Assumption of Full Responsibility by User

User assumes full responsibility for the character, acts, and conduct of all persons admitted on GBC premises, by or with the consent of any person acting for and by the consent of the User.

20. Room Occupancy Limits

User shall not admit a larger number of persons than the occupancy limit established by the appropriate regulatory body.

21. Ejection of Objectionable Persons

The User, by entering into a Usage Agreement, does expressly waive any rights and all claims against the Facilities Administrator for any damages resulting from ejection.

22. Supervision and Inspection

The Facilities Administrator may enter into or upon the GBC facilities and grounds and all usage premises at any time and on any occasion. Safety inspections may be conducted prior to the event date.

23. Damages for Failure to Remove

In the event that User fails to completely move out of the facility by the time limit set forth in the Usage Agreement (unless Facilities Administrator has granted an extension and User has written permission), User must pay to Facilities Administrator the greater amount of:

- A sum equal to two times the daily usage fee provided for each day, or portion thereof, after the time set in the Usage Agreement, or
- A sum equal to any other usage fees or damages GBC may lose or suffer as a result of User's failure to vacate the premises; and
- In addition, the reasonable cost to the Facilities Administrator of removal of the User's property in order to accommodate the next occupant.

24. Not Responsible for User's Actions

User, in the performance of the Usage Agreement, shall act in an independent capacity and not as an officer, employee or agent of the Great Basin College.

25. Security

Large event organizers shall be responsible to meet with the GBC Security Director a minimum of 14 days before its event to review needs, if any, for security, and how those needs will be met. The Director of Environmental Health, Safety & Security can be contacted at 775-753-2115.

26. Smoking Regulations

Pursuant to NRS 202.2483, smoking tobacco in any form is prohibited within indoor places of employment including, but not limited to government buildings and public places. This includes all GBC buildings, access areas and entries. Smoking is allowed at a minimum of 25 feet away from all building entries.

27. Firearm Regulations

As noted in NSHE Code Title 4, Chapter 1, Section 31, Nevada statutes prohibit the possession of certain weapons, including firearms, on NSHE property.

28. Clean Up

User is responsible for general clean-up of facilities. User must remove all debris from walls, floors, ceilings and tables and deposit it in the appropriate trash containers provided by GBC. Failure to comply with these rules will incur a minimum \$100 damage payment. GBC management may add further cleaning charges upon inspection.

29. Not Assignable

The Usage Agreement is not assignable by the User, either in whole or in part, without the written consent of the Facilities Administrator.

30. Altered or Amended in Writing Only

No alteration of the Usage Agreement shall be valid unless made in writing and signed by the parties.

31. Policies Now in Effect

User agrees to perform in fulfillment of the terms and conditions of the Usage Agreement relating to the use of facilities that are now in effect or that may be adopted hereafter. The Facilities Administrator reserves the right to modify or to change policies or rental rates.

32. Lost or Stolen Articles

The Facilities Administrator will not be responsible, under any circumstances, for property of the User while on GBC property including loss of articles or equipment left unattended in any facility. GBC's insurance does not cover guest, users or student's possessions or negligence. Persons should obtain an insurance policy to cover damage or loss of personal possessions, as well as losses resulting from negligence or negligence from guests.

33. Refusal of Bookings

The Facilities Administrator reserves the right to approve, deny, or specify conditions on event bookings for any reason whatsoever.

34. Use of GBC Equipment

The Facilities Administrator will not, under any circumstances, lend equipment to individuals, organizations, clubs, and non-governmental entities or for-profit companies without the approval of

the GBC President. The Facilities Administrator may lend equipment to non-profit organizations under certain circumstances:

- When equipment is not readily available for rent from any local business
- When equipment is to be used in conjunction with GBC functions or events
- When said non-profit organization is holding their event on GBC property
- A loan equipment form must be filled out prior to equipment being removed from GBC premises

35. Use of Theatre and Stage

- Food and drink are not allowed in the theatre at any time. It is the User's responsibility to ensure this rule is followed. Failure to do so may result in additional clean-up costs. The minimum cleaning fee is \$100.
- Any special sound or lighting needs must be communicated to GBC management at least 72 hours prior to the event. If additional equipment is required, it will be obtained at User's expense.
- Sound and light booths are restricted to authorized personnel only. Food and drink are forbidden in this area.
- Seating capacity of the theatre is 250 persons due to fire codes. The User is responsible to ensure that the stairway and aisles are clear at all times.

36. Final Authority

The Vice President for Business Affairs will be the final campus authority on all facility usage questions. Any issues can be presented to the Vice President for Business Affairs by the applicant. For more information, please contact the Business Affairs office at 775-753-2227.

37. Fee Schedule

Note: The assessed fees do not include the use of college secretarial staff, mailing services, telephone services or copy machines.

Categories Defined:

Category 1: Full Commercial Rate	Usage by: Any political, commercial or profit-oriented event or any event where building space is “for profit” purpose where fees are charged for attendance.
Category 2: Non-Profit	Usage by: Fraternal orders, religious, charitable, literary or scientific association, state, county, city or other governmental entities, municipal corporations, districts and agencies.

Room Rates Per Day	Category 1	Category 2
General Purpose Classroom	\$75	\$50
Conference Room: EIT 201, Social Room, MCML 102, MCML 110, MCML 125, BHCR, CCMCR	\$75	\$50
Computer Lab: GTA 119, HTC 139, HTC 107, HTC 108, LH 111, MCML 211	\$150	\$100
Cafeteria Seating/Leonard Center Lobby	\$100	\$75
HSCI 107, HSCI 108	\$125	\$100
GTA 130 (152)	\$150	\$100
Clock Tower/Surrounding Area	\$150	\$100
Amphitheatre (400)	\$200	\$125
Solarium (96)	\$200	\$125
Theatre (250)	\$300	\$200

Equipment	Charge
Laptop/Desktop Computer (if additional setup is required)	\$35
Projector/ELMO Presenter (if additional setup is required)	\$50
Gym Floor Covering	\$100
Baby Grand Piano on Stage	\$125
Special Order Gels	Cost + 15% (excludes labor for installation)

Personnel	Hourly Charge
Facilitator/Proctor	\$15
Custodial/Grounds	\$25
Security	\$40
Sound & Light Technician	\$42
IT Technician	\$50