

# **Manchester Community College Room Rental Policies**

## **Manchester Community College**

1066 Front St, Manchester NH 03102

<http://www.mccnh.edu/wdc/renting-our-facilities>

[MCCRoomRentals@ccsnh.edu](mailto:MCCRoomRentals@ccsnh.edu)

603-206-8163

## Table of Contents

<b>Manchester Community College Room Rental Policies .....</b>	<b>1</b>
Mission Statement .....	3
Vision Statement .....	3
Core Values Statement .....	3
Code of Ethics.....	3
Diversity Statement.....	3
Agreements & Application.....	3
Alcohol on Campus .....	3
Animals.....	3
Campus Safety .....	4
Cancellation .....	4
Catering/Food .....	4
Children .....	4
Clean up .....	4
Damage .....	5
Decorations .....	5
Emergencies.....	5
Employee use of facilities.....	6
Fund Raising .....	6
Insurance .....	6
MCC Logo .....	6
Marketing.....	6
Non-competition with MCC Programs and/or Departments .....	6
Parking.....	6
Payment.....	7
Rates .....	7
Rental policies.....	7
Setup.....	7
Signage .....	7
Smoking.....	8
Solicitation: .....	8

## **Manchester Community College Room Rental Policies**

All activities, events, and functions must be compatible with our college's policies and code of ethics of Manchester Community College. College personnel may deny requests for future room rentals if the following policies are not adhered to.

### **Mission Statement**

We are a dynamic, student-centered, and accessible community college that promotes and fosters the intellectual, cultural, and economic vibrancy of our region.

### **Vision Statement**

Our vision is to be a college that empowers our students and inspires their success through innovative education.

### **Core Values Statement**

We firmly believe that certain fundamental values characterize who we are and guide us in the accomplishment of our mission and goals. As a college community we value:

- Student and community success
- Lifelong learning
- Community service
- Scholarship
- Open, honest and respectful communication and behavior

### **Code of Ethics**

Our college decisions, policies, actions and procedures are based on the following ethical principles: Responsibility, Mutual Respect, Fairness, Integrity and Honesty.

### **Diversity Statement**

Recognizing the inherent value and dignity of each person, MCC is committed to valuing, promoting and supporting diversity within the college and the community it serves.

### **Agreements & Application**

All applicants must fill out a Facility Use Request form prior to the event and submit it to the Room Rental Coordinator. No events will be booked in our calendar without the submission of this form. The Room Rental Coordinator will notify applicants of it being received and begin the booking process.

All rental agreements, insurance documentation, and College Supervision Addendum must be returned to the college no later than 3 days prior to the event.

### **Alcohol on Campus**

The use and/or consumption of alcohol by anyone on campus is prohibited. Exceptions must be approved by the College president or designee. Tidewater Catering is licensed to serve liquor on campus and must be contracted for any event where alcohol is served.

### **Animals**

Animals of any type are not permitted inside MCC Buildings, with the exception of those used for assisting persons with disabilities or unless included as part of an agreed upon rental, as specified in the contract.

## **Campus Safety**

MCC reserves the right to determine if a Campus Safety Officer(s), Police, Fire or EMS detail is required, at the renter's expense.

## **Cancellation**

Failure to abide by rules stated here-in may result in cancellation of the event and/or denied requests for future rental. All requests are subject to cancellation by MCC if the facilities are required for any college activity that MCC deems a priority, or for emergency purposes. A full refund will be issued.

The College reserves the right to determine the number of personnel needed to staff an event based upon the expected attendance, type of event, as well as the right to cancel an event when it exceeds maximum capacity.

Once payment has been made, all event cancellations must be made in writing at least 5 business days prior to the scheduled event date.

A 100% cancellation fee is assessed if an event is cancelled within fewer than 5 business days.

## **Catering/Food**

Food and beverages are permitted only in designated areas.

Food may be catered by the Tidewater Catering. Use of other catering services must be approved by the College president or designee. All food sold on College Campus (including satellite operations) must meet applicable health standards as interpreted by the appropriate Department of Health. Since food providers (rather than the individual consumer) can be considered responsible for any illness or injury resulting from the consumption of food, the College requires that state and local regulations for safe food practices be followed.

Homemade foods on campus: Health regulations generally prohibit the serving or sale of homemade food on campus (see rules pertaining to bake sales and pot lucks).

Food for private consumption: An individual may bring food only for his/her own consumption to an event (e.g. "brown bag" lunch). Food brought to events may result in a higher facilities usage charge.

Bake Sales: Bake sales are permitted when the activity is sponsored by a student organization and/or college department.

## **Children**

Children and adolescents must be supervised at all times during an activity, as there shall be no running or jumping in any College facility. Failure to abide by this policy may cause the cancellation of an event. College personnel may deny requests for future room rentals. Failure to abide by this policy may cause the cancellation of an event.

Renters must sign the College Supervision Addendum when children are on campus.

## **Clean up**

The User will be responsible to clean up any debris, and materials after the event, and leave the premises in proper order. Failure to clean up may incur a fee.

The User will be liable for any damages caused by its use of the facilities and will pay the College for any damages incurred.

All personal materials, equipment and furnishings must be removed from the College campus at the conclusion of the event.

## Manchester Community College Room Rental Policies

The event, including cleanup, must be concluded by the end of the contracted event time and if additional clean up time is needed, the time will be added to the rental contract. The campus closes at 10:00 p.m. all cleanup must be completed by that time, unless otherwise agreed upon by MCC Campus Safety and Facility Rentals representatives. College building monitors or campus safety personnel will be present until the building is vacated. Rental Clients and will be charged for this time.

The College will not be responsible for items left behind.

### Damage

Any damage to the College facilities is the responsibility of the organization/group. In the event of such damage, restitution to the College must be made in full.

### Decorations

Decorations are permitted as long as they comply with College Guidelines and are approved by college personnel prior to the event date. A minimum assessment of \$250 will be assessed for violations and decorations will be removed.

Users shall provide their own tablecloths and risers if needed.

Decorations must be non-obtrusive, meaning they do not cause physical damage to the facility. Generally, users must comply with the following guidelines:

- Keep all paper and cloth away from light fixtures.
- Play dough, glitter, confetti, birdseed, and rice are not permitted.
- Nothing shall be hung from or attached to ceiling sprinkler heads.
- Signs may be hung from the railing in the multi-purpose room but they may not extend below the walkway.
- Fire extinguishers, alarm pull stations, alarm horn strobes and exit doors and corridors are not to be hidden or obstructed.
- Nails, tacks, staples, or other sharp objects are not be driven into walls, floors, doors, ceilings or tables.
- The use of masking tape, scotch tape, two-sided (carpet) tape or duct tape is prohibited.
- The use of glue on any surface is prohibited.
- Blue tape and putty is acceptable.
- Signs on walls, pillars, windows and glass doors, and banners must be approved in advance.
- Decorations must not be attached to curtains, draperies or air vents.
- Balloons (helium filled or not) must be tied down and removed after the event is completed. Latex balloons are prohibited.
- All free-standing decorations must be stable and anchored securely.
- Sand, mud and gravel are prohibited.
- All candles must be contained. Open flames are prohibited.
- Renter is responsible for removing all approved adhesive materials from tables, chairs and windows.

### Emergencies

**Medical:** In case of injury or illness on the MCC Campus that requires a trained medical professional, immediately call 911. Give your name and describe the nature and severity of the medical problem and the campus location of the victim. Stay on the telephone with the 911 dispatcher—that person will guide you in steps to handle the emergency until trained personnel arrive. Have someone outside the building "flag down" emergency personnel when they reach the vicinity of the building. As soon as it is possible to do so, report the incident to Campus Safety at

703-8784. Our campus safety personnel are CPR/AED trained only.

**Other Emergencies:** Please see MCC's Campus Safety website for more information:

<https://www.mccnh.edu/services/campus-safety>

### **Employee use of facilities**

MCC employees may receive a 50% discount from rates charged all other groups/users. For the purposes of this policy, MCC employees are defined as those who are employed by the college more than .5 FTE and are benefit-eligible. Employees must be present for the entire event when usage of college facilities is authorized. This benefit is limited to not more than 2 sessions in one fiscal year. If the event is taking place after regularly stated business hours, MCC reserves the right to charge for maintenance and/or campus safety staff for after-hours coverage.

### **Fund Raising**

Usage of MCC facilities for fund raising requires prior written approval of college President or designee.

### **Insurance**

The sponsoring and any co-sponsoring organization must carry and maintain in full force and effect during the term of the rental agreement and any extension or renewal thereof, public liability insurance covering bodily injury and property damage, in a form and with an insurance company acceptable to Manchester Community College, with limits of coverage of not less than \$1 million per person/\$2 million in the aggregate. Renters must provide a certificate of insurance, naming **MCC** as an additional insured, as proof of such insurance no later than 3 business days prior to the event start date. In the certificate of insurance "Certificate holder" box should contain:

Manchester Community College: A Component of CCSNH  
1066 Front Street, Manchester, NH 03102

### **MCC Logo**

The MCC logo is copyrighted and the unauthorized use is prohibited. The use of the MCC logo by non-college organizations will be prosecuted. Permission to use the College logo must be approved in advance of use by the User, including, but not limited to, publication on websites, print materials, apparel, and novelty items. All non-college organizations or groups are prohibited from representing or advertising affiliation with the College.

### **Marketing**

Brochures, pamphlets, and printed material must have appropriate disclaimers disassociating Manchester Community College from the views and sponsorship of the organization/group.

### **Non-competition with MCC Programs and/or Departments**

MCC reserves the right to refuse to accommodate events and/or activities that compete with the educational offerings, services and programs currently available on the college campus.

Any non-college groups that schedule a class or instruction on campus must clearly identify, on all marketing material, that the event is not college-related.

Groups or organizations offering programs or training in competition with programs or classes offered by the College are not eligible to use College facilities unless the president specifically approves such requests.

### **Parking**

Parking in the College lots will be available to anyone attending an event. Accessible parking is

## Manchester Community College Room Rental Policies

available, however limited.

### Payment

Payment is due within two weeks after booking or 10 business days before the event date, whichever is first. A 100% cancellation fee is assessed if an event is cancelled within fewer than 5 business days prior to the event date.

Please make check payable to Manchester Community College.

### Rates

Categories and Classifications of standard facilities room rates:

- Public for-profit groups pay 100% of stated rates
- Community, Non- profit, and Educational institutions and organizations affiliated with schools pay 75% of stated rates. If applicable, submit proof of Not-for-Profit status as required, 501(c) (3)
- Activities of official departments of service area government– local, state, federal pay 50% of stated rates

These rates only apply to facilities standard rental rates and not to the processing fee or any additional services fees, such as staffing, that may apply. Costs for additional services (including but not limited to, campus safety, custodial, HVAC, maintenance, grounds, computer technician, and audio-visual) will be assessed in addition to the facility usage fees as appropriate to the activity and are not discounted. The College reserves the right to determine which, if any, of the additional services and the costs incurred are appropriate. Organizations will be advised of total charges following review of the official Facilities Use Request Application.

### Rental policies

All requests are to be made through the Room Rental Coordinator within the Workforce Development Office at MCC. Requests for space are on a first come-first serve basis and must be submitted on the Facility Use Request Form at MCC no later than two (2) weeks prior to the event. Earlier submission is strongly recommended. A request does not guarantee a space. We recommend that you do not advertise your event until you receive written confirmation (rental agreement) and it is signed. The college rental agreement and insurance must be returned to the Workforce Development office five days prior to the room rental. Failure to do so will result in a cancellation.

A representative is encouraged to visit MCC prior to the event to view the space and to review support and setup needs, MCC rules and regulations, and expected fees.

All set up requests must be made within (5) business days of the event. Changes or additions requested within three (3) business days of the event will not be guaranteed.

College operating hours are Monday through Friday 8:00 a.m. –10:00 p.m.; and Saturday 8:00am – 3:00pm. All events are expected to begin and end at the scheduled times. A fee may be automatically incurred when the event (including cleanup, unless arranged prior to the event) exceeds 10:00 p.m. Monday through Friday, and 3:00 PM on Saturday. The sponsoring organization/group is responsible for cleaning up immediately after a scheduled event.

### Setup

Set-up of tables, chairs, etc. shall be the responsibility of Renter. Furniture may be rented from an outside vendor, arrangements for pick up and drop off must be coordinated with the Room Rental Coordinator.

### Signage

Last updated September 2019

## Manchester Community College Room Rental Policies

No signage is allowed except for what is provided by the College.

All flyers, posters and signs need to be approved and date stamped at the Reception Desk prior to posting. Information generally will be posted for two weeks or until the date of the event and then must be removed by renter.

The bulletin boards on campus are to be used for communicating timely information about college programs, activities and classes to the college community. All materials need to be approved and date stamped at the Reception Desk. The campus receptionist will then post the materials.

Posting of announcements on building entry doors and windows is allowed for college usage only to inform the college community and general public of campus closures, cancellation of campus programs or provide information about important college activities. All information needs to be approved and date stamped before posting, or it will be removed.

For Political events, please see the Political Signage Addendum Policy on our Renting Our Facilities website for more detailed policies.

### **Smoking**

Smoking is permitted only in designated areas.

### **Solicitation:**

Solicitation will not be allowed on the College's campus.