



TECHNICAL COLLEGE OF THE LOWCOUNTRY

TECHNICAL COLLEGE OF THE LOWCOUNTRY FACILITY RENTAL REQUEST FORM

It is the policy of Technical College of the Lowcountry to cooperate with businesses, organizations, or individuals in the use of college buildings and facilities for public service events and private projects. When not in use by the college, the facilities may be available for activities that are consistent with the workforce training and educational mission of Technical College of the Lowcountry. The college does not permit personal use of its facilities.

Prior written approval is required for the use of campus buildings by outside groups. To submit a request for approval, please complete the questions below. Your application will be reviewed by college personnel to ensure compliance with college policy and procedure. Please allow three to five business days for a response. If the application is approved, a Facility Rental Agreement form will be returned to the requestor with a fee summary.

Fee rates are based on organization and event type and range from \$100 to \$900. The college reserves the right to charge additional fees for additional security or custodial personnel based on the nature or size of an event. Audiovisual assistance is available for a small fee but is subject to availability and is not available outside of college business hours. A deposit of 30% of the total rental fee (or \$500, whichever is less) must be submitted with the signed agreement in order for the reservation to be held.

Please note:

- The Technical College of the Lowcountry does not provide event coordination or additional facility support services, including coordination with outside vendors.
- Additionally, the Culinary Institute of the South at Technical College of the Lowcountry does not provide any catering or food services, and alcohol is strictly prohibited on college campuses for external events.
- Facility support is not provided, including event setup and breakdown. Furniture within rented spaces is available to the Renter and may be moved, but rented spaces must be returned to their original conditions within 30 minutes of the event end.
- Audiovisual support is not available for After-Hours Events. AV can be preset for these events if desired.
- Applications will not be accepted more than 90 days in advance in order to prioritize the needs of the college and its mission. All events must end by 10 pm.
- The college does not permit private, personal events.



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Technical College of the Lowcountry Facility Rental Request Form

Organization and Event Information

Organization Name: _____

Organization Type: _____

Name of Event: _____

Desired Facility: _____

Requested Date(s): _____

Requested Time(s): _____

Number of Attendees: _____

Audio Visual / Equipment Needs: _____

Please note that Audiovisual support is subject to availability. AV Support is not available for After-Hours Events. AV Needs can be preset for these events if desired. Please contact the TCL Events Manager to arrange a technology walk-thru if needed. Renter is solely responsible for proper operation of all college equipment.

Will food be provided?Yes No
If yes, who is the food provider? _____

Will there be alcohol provided?Yes No

Would this event be considered a fundraising activity?Yes No

Will you charge a fee to participants? (i.e. ticket sales or admission fees).....Yes No
If yes, what is the charge? _____

Does the organization carry liability insurance?Yes No

Is this group affiliated with Technical College of the Lowcountry?Yes No
If yes, please describe. _____

Is the group affiliated with any state, national, or international organization? ..Yes No
If yes, name the affiliation. _____

Does your organization exclude from membership or attendance at events under your sponsorship anyone by reason of race, creed, color, religion, or place of origin?..Yes No

Organization's On-Site Representative Contact Information

Contact Name: _____

Primary Phone: _____

Contact Title: _____

Primary Email: _____



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ORGANIZATION TYPE

Type 1 Organizations: The following organizations may use college facilities at no expense.

1. Technical College of the Lowcountry Area Commission
2. Technical College of the Lowcountry Foundation Board of Directors
3. Committees appointed by the Commission, Foundation Board, the President, or the President's designated representatives
4. South Carolina Technical College System
5. College-sponsored groups, organizations, and associations
6. College employee groups when included in meetings conducting college business and/or activities.
7. Meetings of emergency preparedness organizations in emergency situations that affect (or conceivably could affect) the community's health or welfare.
8. Local, state or federal public elections.

Type 2 Organizations: The following organizations may use college facilities for the established type 2 rates.

1. State, federal and local government bodies
2. Area school districts
3. Non-profit organizations recognized as such by the Internal Revenue Service and the State of South Carolina except for fundraising purposes.
4. College employees renting space for non-business related activities
5. Political party functions excluding public elections.

Type 3 Organizations: The following organizations may rent college facilities for the established type 3 rates.

1. For-profit groups, organizations, associations, companies, and corporations.
2. Private events
3. Non-profit fundraising events.

Other Organizations – If organizations not listed in any classification above apply for the use of college facilities, the Finance Office will determine their proper classification.