



# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## TECHNICAL COLLEGE OF THE LOWCOUNTRY FACILITY RENTAL REQUEST FORM – OUTSIDE AGENCIES

The Technical College of the Lowcountry (TCL) welcomes collaboration with businesses, organizations, and individuals for the utilization of its buildings and facilities, whether for public service events or initiatives. When not in use by the college, these spaces are open for activities aligned with TCL's workforce training and educational mission.

In response to internal growth and heightened demand for college resources, including its facilities, TCL has updated its External Facility Rental policies. Prior to submitting a request, please familiarize yourself with the TCL Facility Rental Policies and Procedures.

Key points to consider:

1. To prioritize the needs of the college, rental requests will not be accepted more than 60 days in advance of the rental date. Personal or private events are not permitted.
2. Due to high demand and ongoing construction of the FOODseum, the Culinary Institute of the South is not available to outside partners through 2024.
3. **Facility rentals operate on a self-service basis.** TCL does not offer event support or coordination, encompassing tasks such as liaising with external agencies, event setup or breakdown, audiovisual assistance, facility management, or catering.
4. Alcohol or wine service during events organized by external entities is strictly prohibited by the Technical College of the Lowcountry.

### **TCL Facility Rental Request Submission Process**

External groups must obtain prior written approval to utilize campus buildings. To initiate this process, kindly email a completed TCL Facilities Request Form to [events@tcl.edu](mailto:events@tcl.edu). Your application will undergo review by college personnel to ensure adherence to policy and procedure. Please allow three to five business days for a response.

Upon approval, the requestor will receive a Facility Rental Agreement form detailing fee structures. Rates are contingent on organization and event type, ranging from \$100 to \$1300, with the college retaining the right to levy additional charges for security or custodial services depending on event specifications. A deposit equating to 30% of the total rental fee (or \$500, whichever is less) must accompany the signed agreement to confirm the reservation.

Requests for rental submitted without the TCL Rental Request Form will not be considered for review. Forms must be completed in full to ensure accurate processing and evaluation, and they must be sent to the designated Events Email inbox. Submissions to email addresses other than the Events Email inbox will not be accepted.



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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: \_\_\_\_\_

*As of March 2024, audiovisual support and technical assistance are not provided to external organizations renting college facilities, regardless of day or time of rental. Equipment and instructions for operation will be provided where applicable. 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: \_\_\_\_\_



## TECHNICAL COLLEGE OF THE LOWCOUNTRY

### 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. 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.