



TECHNICAL COLLEGE OF THE LOWCOUNTRY

TCL FACILITY RENTAL REQUEST FORM

The Technical College of the Lowcountry (“TCL”) may make facilities available to businesses, organizations, and community partners for appropriate public service activities and professional events aligned with the workforce training and educational mission.

HOW TO REQUEST TCL SPACE

Prior written approval is required for all outside groups wishing to use TCL facilities. To request space, submit a completed TCL Facilities Rental Request Form to events@tcl.edu. **Requests submitted without the required form or with incomplete information will not be reviewed.**

All requests are reviewed for compliance with College policies. Please allow 5–7 business days for review. If approved, the requestor will receive a facility rental quote.

Reservations are confirmed only after a Facility Rental Agreement is signed and returned with the required deposit by the stated deadline.

RENTAL FEES AND AVAILABLE SPACES

Rental fees vary based on organizational type, event use, and scheduling. A deposit equal to 30% of the rental fee or \$500, whichever is less, is required with the signed agreement.

Available spaces, rental rates, and facility information are provided in the TCL Facilities Flyer at www.tcl.edu/rentTCL.

IMPORTANT INFORMATION

- TCL does not accept requests **more than 60 days in advance**.
- Outside rentals operate on a **self-service basis**. The College does not provide event coordination, vendor management, setup/breakdown, audiovisual, or catering services.
- **Alcohol is strictly prohibited** at rental events hosted by outside agencies at TCL.
- Outside security personnel **are not permitted**. The College reserves the right to require the use of College security personnel at the renter’s expense.
- Personal or private events (parties, celebrations, etc.) and fundraising activities intended to raise funds for outside organizations **are not permitted**.
- The following facilities **may have limited or no availability**:
 - Culinary Institute of the South Campus, including the Chiacchiero Sampson Gillis Room
 - The Beaufort Mather Campus, including the auditorium and student center

Additional information on TCL’s policies and procedures can be found in the documents attached on the TCL Rental Page. For questions regarding facility rentals, please contact events@tcl.edu.

TCL FACILITY RENTAL REQUEST FORM

Completion of this form does not guarantee approval. All requests are subject to review and approval by the Technical College of the Lowcountry.

ORGANIZATION INFORMATION

Organization Name: _____

Organization Type: _____ *Refer to Last Page*

Primary Contact: _____ Title: _____

Primary Phone #: _____ Email: _____

EVENT INFORMATION

Event Name: _____

Type of Event: _____

Brief Description: _____

Est. Attendance: _____ Is the event open to the public? Yes No

Is there a registration fee for participants? Yes No If yes, amount? _____

EVENT DATE AND TIMEⁱ

Requested Date(s): _____

Access / Setup Time: _____ Event Start Time: _____

Departure Time: _____ Event End Time: _____

FACILITY REQUEST

Preferred Campus: _____

Preferred Building/Room (if known): _____

Special Needsⁱⁱ (AV, Equipment, etc.): _____

Tables

Computer Access

Projector/Screen

Chairs

Bringing Own Laptop

Microphone/AV

Podium

Other: _____

EVENT LOGISTICS

Will there be food or beverages?ⁱⁱⁱ Yes No

Will there be outside rentals, i.e. furniture? Yes No

Will outside vendors be used? Yes No

If yes, please list vendor(s): _____

MEDIA COVERAGE

Will your event be publicly advertised? Yes No

Will your event be open to the public? Yes No

Will there be media coverage? Yes No

ORGANIZATION STATUS AND INSURANCE

Does the organization carry liability insurance? Yes No

Is the organization affiliated with TCL? Yes No

If yes, please describe: _____

Does the organization have a state, national, or international affiliation? Yes No

If yes, please describe: _____

Does the organization exclude individuals from membership or event participation based on race, creed, color, religion, or national origin? Yes No

REQUIRED CONFIRMATIONS

The event is not a personal or private event.

The event does not involve fundraising and/or donation collection.

The event will not use outside security personnel.

The organization agrees to comply with all Technical College of the Lowcountry facility policies and procedures.

AUTHORIZED REPRESENTATIVE

Name: _____ Title: _____

Signature: _____ Date: _____

ⁱ Rental time includes setup, breakdown, and cleanup. Access begins at the approved setup time. Early arrival is not permitted. Use is limited to campus operating hours, and overtime fees may apply if approved rental times are exceeded. Please refer to the TCL Rental Space Flyer at www.tcl.edu/rentTCL for availability information.

ⁱⁱ Please refer to the TCL Facilities Flyer for information on facilities available for public use, including rates, seating, and available equipment for use. Renter is solely responsible for proper operation of college equipment, and After-Hours support or troubleshooting is not available.

ⁱⁱⁱ Alcohol is strictly prohibited at events hosted by outside agencies on Technical College of the Lowcountry campuses.