

TECHNICAL COLLEGE OF THE LOWCOUNTRY
FACILITY RENTAL AGREEMENT - TERMS AND CONDITIONS

The Technical College of the Lowcountry (the “College”) agrees to provide the facilities identified in this Agreement to the requesting organization (“Renter”) subject to the following terms and conditions.

The College will make reasonable efforts to honor the requested room assignment. However, due to operational needs and space availability, the College reserves the right to assign comparable space elsewhere on the requested campus.

The facilities will be available only during the date and time period specified on Page 1 of this Agreement.

USE OF FACILITIES

Facilities may be used only for the event described in the approved TCL Facilities Rental Request Form and this Agreement. The Renter may not assign, transfer, or sublet the facility reservation to another party.

Use of College facilities for personal or private events is not permitted. This includes, but is not limited to, weddings, receptions, birthday parties, showers, reunions, or other social gatherings.

Fundraising activities, solicitation of donations, or the collection of contributions are not permitted on College property.

All renters must comply with all applicable College policies and all local, state, and federal laws.

The College reserves the right to cancel or revoke a reservation if the nature or purpose of the event differs from the description provided in the Facilities Rental Request Form or if the event violates College policies.

The College reserves the right to give priority use of its facilities to College programs and operations and may cancel, modify, or reschedule a reservation if the space is required for institutional purposes.

RENTAL TIME

Rental time includes all time required for event setup, activities, and cleanup. Events must take place within the campus operating hours established by the Technical College of the Lowcountry. Requests outside of normal campus operating hours may not be accommodated.

All decorations, trash, equipment, and personal belongings must be removed by the departure/end time listed in the Facility Rental Agreement. Failure to vacate the facility and

remove all materials by the scheduled departure time may result in additional custodial or facility charges.

Additional rental time must be arranged in advance and may result in additional fees.

OVERTIME AND LATE DEPARTURE

The Renter must vacate the facility by the departure/end time listed in the Facility Rental Agreement. Failure to vacate the facility by the scheduled departure time may result in additional charges. Overtime use of facilities will be billed in fifteen (15) minute increments based on the applicable rental rate, and additional custodial or security charges may apply.

RENTAL FEES AND DEPOSITS

Facility rental fees are established to offset the College's operational costs. A deposit equal to 30% of the total rental fee or \$500, whichever is less, must be submitted with the signed agreement within fifteen (15) days of receiving the contract.

Reservations are not confirmed until the signed agreement and deposit are received. The College reserves the right to cancel the reservation if the agreement and deposit are not received by the stated deadline.

Additional charges may apply based on the size or nature of the event, including security or custodial services.

PAYMENT

The remaining balance must be paid in full no later than 15 days prior to the scheduled event date. Payments must be made by business check, personal check, certified check, or cashier's check payable to:

Technical College of the Lowcountry
Attn: TCL Events
PO Box 1288
Beaufort, SC 29901

Credit card payments are not accepted for external facility rentals.

CANCELLATION AND REFUNDS

Reservations canceled more than 15 days before the scheduled event date will forfeit the deposit but may receive a refund of any additional payments made. Reservations canceled within 15 days of the event date will forfeit both the deposit and the full rental fee.

If the College must close due to circumstances beyond its control, including severe weather or emergencies, the College may cancel the event. In such cases, fees paid may be refunded or the event may be rescheduled.

EVENT COORDINATION

Facility rentals operate on a self-service basis. The College does not provide event coordination, setup, breakdown, audiovisual assistance, or vendor coordination. Renters are responsible for receiving any deliveries associated with their event.

Outside vendors, equipment, or services may not be brought onto campus without prior written approval from the College.

AUDIOVISUAL EQUIPMENT AND SUPPORT

The College does not provide audiovisual or technical support for external events.

If audiovisual equipment is available in the reserved space, instructions for operation may be provided. The Renter assumes responsibility for the proper use and operation of all College equipment.

SECURITY AND SAFETY REQUIREMENTS

Outside security personnel and armed security are not permitted at events held on Technical College of the Lowcountry campuses. The College reserves the right to require the use of College-approved security personnel or law enforcement based on the nature, size, or risk level of an event. Any required security services will be arranged by the College and provided at the Renter's expense.

All events must comply with posted occupancy limits and applicable fire and safety regulations. Attendance may not exceed the number of participants listed in the approved Facilities Rental Request Form without prior written approval. The College or its security personnel may modify or terminate an event if conditions are determined to be unsafe, unlawful, disruptive to College operations, or if the event exceeds approved operating hours.

CODES OF CONDUCT

The Renter is responsible for the conduct of all event participants and for ensuring compliance with all College policies, procedures, and applicable laws while on campus. The following requirements apply to all facility rentals:

1. Authorized Areas Only

Event participants must remain within the approved rental space and designated public areas, such as restrooms. Access to other College facilities, classrooms, offices, or equipment is prohibited without prior written authorization.

2. Food, Alcohol, and Substances

Food and beverages are not permitted in meeting spaces without prior written approval. Alcohol is strictly prohibited at all external events on College property. Smoking, vaping, tobacco use, illegal drugs, and controlled substances are prohibited on all College property.

3. Furniture and Room Setup

Movable furniture such as tables and chairs may be rearranged within the assigned rental space as necessary. All furniture must be returned to its original configuration within thirty (30) minutes following the conclusion of the event. Furniture located outside the assigned rental space may not be moved.

4. Decorations and Attachments

Decorations, signage, or other materials may not be affixed to walls, doors, ceilings, windows, floors, or furniture without prior written approval. This includes taping, stapling, drilling, or similar actions that may damage College property.

5. Trash and Cleanup

The Renter is responsible for disposing of trash in designated receptacles and removing all decorations, equipment, and personal belongings within the contracted rental time. Items left behind may be discarded by the College.

Events generating trash in excess of standard indoor receptacle capacity must remove bagged trash to designated outdoor waste receptacles. The College reserves the right to assess additional custodial or cleaning fees if excessive trash or event materials are not properly removed.

6. Animals

Animals are not permitted inside College facilities except for service animals as defined by applicable law.

7. Hazardous Materials and Weapons

Firearms, explosives, fireworks, hazardous chemicals, or any materials that may endanger persons or property are prohibited on campus.

8. Publicity and Solicitation

The Renter may not identify the Technical College of the Lowcountry as a sponsor, partner, or host of the event without prior written approval from the College. Solicitation, fundraising activities, or the collection of donations are not permitted on College property.

9. Parking

Parking on campus is limited and subject to all College regulations. Approval of a facility rental does not guarantee a specific number of parking spaces.

10. Disruptive Conduct

The College reserves the right to remove any individual or terminate an event if behavior is deemed disruptive, unsafe, unlawful, or in violation of College policies. In such cases, the Renter remains responsible for all applicable rental fees and any damages resulting from the event.

LIABILITY

The College is not responsible for personal property brought onto campus by the Renter or event attendees. The Renter is financially responsible for any damage to College property caused by the Renter, its vendors, or event participants.

INSURANCE

The Technical College of the Lowcountry reserves the right to require the Renter to provide proof of general liability insurance prior to the event. If required, the policy must name the Technical College of the Lowcountry as an additional insured and provide coverage in an amount determined by the College. Proof of insurance must be submitted no later than seven (7) business days prior to the event date.

DISCLAIMERS

Use of College facilities is a privilege and not a right. The Technical College of the Lowcountry reserves the right to deny, reassign, cancel, or revoke any reservation if the proposed activity is inconsistent with the mission of the College, violates College policies, disrupts campus operations, presents safety concerns, or if the space is required for College purposes.

The College may update facility use policies at any time.

FORCE MAJEURE

The performance of this Agreement is subject to circumstances beyond the control of the College, including natural disasters, government orders, labor disputes, acts of war, or other emergencies that make use of the facilities impossible or illegal.

INDEMNIFICATION

The Renter agrees to defend, indemnify, and hold harmless the Technical College of the Lowcountry and its trustees, officers, employees, agents, and volunteers from any claims, damages, losses, liabilities, or expenses arising out of or related to the Renter's use of College facilities or activities conducted under this Agreement.

ATTACHMENT A: TCL FACILITY RENTAL REQUEST FORM – OUTSIDE AGENCIES v2026