

FACILITY USAGE APPLICATION

Applicants complete Part I and read Parts II and III. Submit completed application to the Office of Business and Community Services.

I. INSTITUTION APPROVAL IS CONTINGENT ON THE APPLICANT'S SUCCESSFUL COMPLETION OF ALL FINANCIAL AND/OR INSURANCE OBLIGATIONS AS MAY BE REQUIRED BY THE COLLEGE.

Please type or print:

Name of Organization: _____ Contact Person: _____
 Mailing Address: _____ Phone Number: _____
 City: _____ State: _____ Zip: _____ Email Address: _____

Is the billing address the same as above? If not, please indicate where invoices should be sent:

Name: _____ Phone: _____ Email Address: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____

Please fill in completely:

Non-Profit Organization (Proof required) For-Profit Business or Organization Governmental Agency Other: _____

Location Requested: Performing Arts Center (PAC) (AL160) Goins Auditorium (GN136) Bagwell Art/Media Gallery (BA142) Other Location: _____
 Building & room number (if known): _____

Number of people expected: _____ **Admission/registration fee?** _____
 (Accommodation cannot be guaranteed for a larger number than anticipated) No Yes: Amount: \$ _____

Date(s) Requested: _____	Time Requested (from/to): (daily beginning & ending times) _____	Date and Time of Performance/s: (if applicable) _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Detailed Description of Activity (indicate name and topic if a speaker): _____

**** Copies of marketing materials need to be provided to the Business and Community Services office prior to advertising the event! ****

Please list any special needs below:

Food Service: Pellissippi State's food services contract requires all on-campus catering be provided by the college's food service vendor. Contact the Cafeteria Manager at 694-6615 to discuss catering needs.

Room Setup (Check all that apply): **Tables:** _____ How many? _____ / **Chairs:** _____ How many? _____ / **Podium:** _____ / **Other:** _____

Audio/Visual: Arrangements will be made through the Media Center. Contact information will be given when reservation is confirmed.

Safety and Security: Determination of security and insurance requirements will be solely at the discretion of Pellissippi State Technical Community College.

II. APPLICANT CERTIFICATIONS / APPLICATION FOR REGISTRATION OF ON-CAMPUS ACTIVITY:

(Please read carefully and sign. Application will not be considered if this section is not completed.)

Applicant acknowledges by this application that the College has made a copy of the Pellissippi State Policy Number 08:03:00, Facilities and Property Use, available for review and understands that a copy of such policy will be provided upon request and payment of reasonable copying charges. Applicant understands that filing of this application shall constitute agreement by applicant to the following conditions:

- 1) The intended use of the college property and facilities by applicant does not violate, and actual use will not violate, the provisions of the Tennessee Board of Regents Policy on Use of Campus Property and Facilities or any policies or regulations of Pellissippi State, or any federal, state, or local law or regulation.
- 2) Any use of college property and facilities pursuant to this application that is contrary to such policies, laws, or regulations or that is inconsistent with the activity as described in this application constitutes grounds for the institution to remove the activity from college property.
- 3) Applicant agrees to indemnify the institution and hold it harmless from liabilities arising out of applicant's use of institution property and/or facilities, including but not limited to personal injury, property damage, court costs or attorney fees.

I acknowledge that I have read the Applicant Certifications, Part II, and I will abide by these requirements. My signature below attests to same:

Applicant's Signature: _____ Date: _____

DO NOT WRITE BELOW THE LINE:

APPROVED DENIED

PSTCC Official: _____
 Comments: _____

 DATE: _____

Charges:
 Facility: _____
 Custodial: _____
 Security: _____
 Technician: _____
 Equipment: _____
 Utilities: _____
 Other: _____

Total Charges: \$ _____
 Deposit Due: \$ _____
 Balance after Dep.: \$ _____
 Date Dep. Paid: _____
 Payments Made on Account:
 Date: _____ Amount: \$ _____

FACILITY USAGE APPLICATION

Page 2 of 2

This information applies to all facility rentals at any of the Pellissippi State Technical Community College campuses.

III. THE FOLLOWING STATEMENTS ARE TAKEN FROM THE PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE POLICIES AND PROCEDURES MANUAL:

- College-affiliated groups, organizations and individuals are given priority in the use of property and facilities.
- Rental or lease agreements may be required for activities of non-affiliated groups.
- Non-affiliated groups, organizations, or individuals desiring use of college property or facilities must submit a written application for facilities usage of the proposed activity at least fourteen (14) days in advance (excluding weekends and holidays).
- No activity will be authorized or permitted on any property or in any building or facility, and an application for usage may be denied when:
 - The requested use would cause substantial disruption or interference with the normal activities of the College.
 - The applicant, or sponsor of the activity, has not fully provided accurate or complete information required on the application for usage.
 - Use of the property or facilities requested would be impossible due to set-up time, and/or take-down time, required for other previously scheduled activities at the requested location immediately before and/or after the requested use, or due to other extenuating circumstances.
 - The activity is of such nature or duration that it cannot reasonably be accommodated in the particular area for which application is made, provided that in such event, an alternative on-campus site, if available for the activity, will be proposed by the College.
 - Such use conflicts or would conflict with existing contractual obligations of the College.
 - The activity creates or would create a danger, or dangerous condition, impacting on the health, safety, and welfare of others.
- Except as is otherwise permitted by this provision, solicitation for purely commercial purposes is prohibited on all property owned or used by the College.
- All persons on the campus will be subject to all rules and regulations of the College and TBR which are applicable to the conduct of students on campus, and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on the campus agree by such operation to be subject to College and TBR rules, regulations, policies and procedures on traffic and parking.
- Smoking will be allowed only in designated areas at each of the Pellissippi State Technical Community College locations.

Please mail or fax the completed form to:

Pellissippi State Technical Community College
Business and Community Services
10915 Hardin Valley Road
P. O. Box 22990
Knoxville, TN 37933-0990
Office: (865) 539-7167 Fax: (865) 694-6583

Reservations for use of facilities are confirmed when the non-affiliated group receives notification from Pellissippi State authorizing the request. Due to the high demand for rooms, Pellissippi State will not confirm, pencil-in, or otherwise reserve space for non-affiliated groups by phone or verbal agreement. If there is any question as to the approval of your application, or if confirmation has not yet been received, please contact the Business and Community Service office and ask to speak with the staff member that coordinates facility rentals.