

# CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

## ATHLETIC FACILITIES

### RENTAL POLICIES AND USE PROCEDURES

#### STATEMENT OF POLICIES

CVCC Athletics recognizes the need for event space on campus by the CVCC community and non-College entities. Athletics facilities will be utilized and scheduled by the Athletic Director with top priority first being placed on meeting the needs of all CVCC Intercollegiate Athletics teams during the academic year as defined normally from August 1 to May 15 annually.

It is a privilege and not a right for non-Athletics users to utilize Athletics facilities under any circumstance, and CVCC Athletics reserves the right to refuse use of any of its facilities for any reason at any time. Athletics facilities are not assigned or approved for outside use based upon a first-come, first-served basis. Rather they are approved based upon appropriate availability and compatibility with the respective space requested.

Athletics facilities at CVCC are designated for primary use by Intercollegiate varsity athletics teams. They are designed to provide opportunities for varsity teams to compete in NJCAA sanctioned competition. This use includes practices and competitions in both NJCAA traditional and non-traditional seasons, as well as during the summer. These facilities include: The Sports Complex (including the baseball and softball fields) and Key Hall and include any associated buildings or concessions facilities.

#### RENTAL FEES

Rental fees will be applicable to all non-College entities requesting utilization of space. Rental fees will be set by the CVCC Business Office in consultation with the Athletic Director. Rental fees are required – regardless of the user – and will be determined based on the needs for supporting the event that could include but may not be limited to the following:

Facility rental fee

Administrative fee

Equipment rental fee

Personnel staffing (including but not limited to the following: venue setup, breakdown, return to original use for athletic use)

Operation of or training for use of technical equipment such as scoreboard, sound system, video board

Supplies replenishment (e.g. toilet paper, soap, towels, etc.)

Use of utilities (e.g. power, lights, phone lines, internet)

Floor protection in Key Hall

Special needs or requirements

#### FACILITY REQUESTS

All requests for rental use of CVCC Athletics facilities must be supported by completion of the Facilities Use Agreement. This form can be obtained from the Athletics Department, the Business Office, or online at [www.cv.edu](http://www.cv.edu). All requests for rental use of CVCC Athletics facilities must be submitted via the Facilities Use Agreement no later than 30 days in advance of the proposed event dates. Requests that do not meet the filing deadline will be refused – no exceptions.

#### MANDATORY REQUIRED INSURANCE

All non-College groups and organizations with a desire to rent any CVCC Athletics facility must provide a current Certificate of Insurance naming Chattahoochee Valley Community College as an additional insured on both Public Liability and Property Damage coverage in the amount of \$1,000,000 combined single limit each occurrence and \$3,000,000 in the aggregate where applicable. This insurance will be regarded as primary and no other insurance shall be considered contributory or co-insurance.

#### CONTRACTS

Contractual agreements are required for all uses of any CVCC Athletics facility for all non-College groups and organizations. Contracts are prepared and administered by CVCC Business Office. Contract distribution, including copy of insurance and rental payment, will be submitted to the Business Office.

#### CUSTODIAL SERVICES

Each venue will have different requirements for custodial service. Costs of these services will be based upon requirements for the space.

#### GROUNDS SERVICES

For all outdoor venues, fees may be charged for purposes of field preparation (i.e. field lining, dragging, etc.), conditioning and restoration. These charges will be determined by the CVCC Athletic Director and will be assessed to all rental agreements as deemed appropriate. All equipment usage on outdoor venues must receive prior approval by the CVCC Athletic Director. Restrictions and fees will be applicable.

#### CONCESSIONS / FOOD & BEVERAGE

CVCC Athletics reserves the right to restrict the use of food and beverage at all of its facilities, depending on the type of event being held. No group or organization renting CVCC Athletics Facilities is allowed to provide their own concessions or food and beverage operations. Any concessions profits will belong to CVCC. There are no exceptions to this restriction.

#### MANDATORY SITE INSPECTION / PRE- AND POST-EVENT

All events occurring in CVCC Athletics facilities held by any group or organization must adhere to a strict policy of participation in a pre- and post-event site inspection. This inspection will also include a review of the event to include setup, operation, and breakdown. Failure to comply with this requirement could result in cancellation of the event at the discretion of the Athletic Director.

#### MANDATORY EVENT MANAGEMENT / EVENT COORDINATION

Event setup diagrams are required for all events held in CVCC Athletics facilities. A pre-event walk-thru is required for all events. Individuals required to include are the Athletic Director, a representative from the Business Office, and Director of Facilities and Maintenance. All non-College events must provide event management. Levels of event management will be determined at the time of the request. Ticket taking operations, ushering operations, security, press and scoreboard operations, concessions, athletic training, etc. must be approved by CVCC.

#### SECURITY / PUBLIC SAFETY

All events will require some level of event security and requirements will be determined by the number of anticipated guests and the type of event being held. CVCC reserves the right to require any level of security it deems necessary based on the type of event being requested. Specific amounts of management and security will be determined during the contractual agreement process.

#### FACILITY CLEANLINESS / DAMAGE

Upon a post-visit inspection of the event, if damage is determined, the event operator will be responsible for reimbursement of the damages to CVCC. CVCC Athletics reserves the right to use any individual or entity it deems appropriate to determine the level or type of damage to any part of its facilities and the associated costs to return it to normal condition. All non-College entities renting CVCC Athletics facilities agree in advance of use to return the venue to CVCC in an equal or better condition prior taking possession of the venue for their event. Excessive uncleanliness or trash removal may result in added fees at the conclusion of the event.

#### USE OF OUTSIDE CONTRACTORS AND VENDORS

If any user desires to utilize an outside vendor for event support (e.g. décor, lighting, sound, staging, tables, chairs, etc.), that vendor must be approved in advance by the CVCC Business Office. All outside contractors and vendors will be expected to satisfy mandatory insurance requirements. Additionally, the event coordinator/operator must include all vendors in a pre-event planning meeting and pre-site inspection of the facility. The event coordinator/operator will be solely responsible for the actions of and contractual obligations with any outside vendor. CVCC reserves the right to refuse the use of any outside vendor at any time for any reason.

#### PARKING

Events that require parking for participants or spectators may require the hiring of additional security staff to assist with parking. If this is required, all costs associated with the hiring of this staff will be the sole responsibility of the user. Required parking control staff will be determined during the contractual agreement process.

#### PR AND MARKETING

Any use of the CVCC name or logo or any event photography that will be used in publications must be approved by the College's Public Information Officer.

#### CANCELLATION POLICIES

A scheduled event may be cancelled if the Athletic Director determines that field conditions are adversely impacted by weather. As much notice as possible will be given to the event coordinator such a cancellation be required and every attempt will be made to reschedule the event on a mutually agreeable date.

For all non-CVCC events, a cancellation fee will be assessed should a group or organization decide to cancel their contracted event. The cancellation fee will be determined specific to the event and agreed upon at the time the contract is signed. All cancellations must be made at least 72 hours prior to the event or entire deposit will be forfeited.

For additional information – please contact:

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