

# PROCEDURE

**Number:** 62-02  
**Title:** Use of College Facilities  
**Responsibility:** Vice President of Finance and Administration  
**Original Approval Date:** 07/14/2009  
**Last Cabinet Review:** 09/24/2025  
**Last Revision:** 09/23/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:** Policy 60-40

**Other:**

## Procedure Description

### PURPOSE

The purpose of this procedure is 1) to specify the types of external organizations permitted to use Florence-Darlington Technical College facilities; 2) to outline the restrictions and terms of such use; 3) to outline the process to be followed when external organizations request facility use; and 4) to provide a fee schedule for facility rental and related charges.

This procedure applies to all Florence-Darlington Technical College (College) academic campuses. Use of Southeastern Institute of Manufacturing and Technology (SiMT) facilities is governed by Policy 80-01 and Procedures 81-01.

The President is ultimately responsible for the use of any College facilities. For practical purposes, the scheduling of facilities use is handled by the College Scheduler and approved by VP of Finance and Administration. VP of Finance and Administration delegates authority to scheduler who will solely be responsible for:

1. Reviewing all external use of facilities
2. Determining the availability of facilities
3. Scheduling events and use of facilities

#### 4. Ensuring compliance with College Policies and Procedures

The VP of Finance and Administration and College Scheduler may seek the input of various Cabinet members in determining whether to justify external use of facilities, or reaching other decisions pursuant to such use.

### **PERMITTED USE OF FACILITIES**

College facilities are primarily for academic and related activities of the Institution. When existing facility space and parking are not required for current operations, space may be made available for the following types of activities and organizations whose use is primarily educational. Fees and other charges may be imposed as per the appended Fee Schedule.

1. Federal, state, county, and city agencies or boards.
2. Educational organizations.
3. Non-profit civic or other secular community-oriented organizations.
4. Organizations whose use of facilities is predominantly training and is not in competition with the College.
5. Other educational related activities such as conferences, seminars, and workshops.

### **RESTRICTIONS AND TERMS OF USE**

1. The College will consider the rental of facilities by external organizations whose activities are in keeping with the mission of the College. Within these parameters, the College will not rent specialized equipment or rooms, (i.e. nursing labs, computers, etc., libraries, a private offices and secure areas) unless approved by the College President.
2. The College will not provide facilities to any agency or organization whose mission, policies, rules, and regulations conflict with the mission of Florence-Darlington Technical College.

3. Parking on College campuses is limited and is subject to all parking regulations. A contract granted for room use does not convey special parking considerations; neither does it guarantee that a number of parking spaces will be available.
4. External groups or individuals approved to use College facilities may not imply or represent themselves as being associated with the College. The use of college facilities by external groups or individuals does not constitute College endorsement of group or individual activities.
5. Weapons, firearms, alcoholic beverages, and illegal drugs are prohibited on college property.
6. Animals are not allowed on college property except animals to assist persons with disabilities.
7. Any decorations, training aids, or display materials must be used so that no damage is caused to college property. No holes may be drilled or punched into the walls. Decorations, signs, banners, decals, stickers, etc. may not be nailed, tacked, stapled, taped, or otherwise fastened to any walls, doors, ceilings, columns, equipment, or exteriors. Glitter and confetti are also prohibited. The user is responsible for removal/repair costs if College property is damaged.
8. The College is not responsible for event security.

## **FEE SCHEDULE**

Rental/use fees will be charged/discounted unless waived in writing by the College President. The VP of Finance and Administration or designee, in conjunction with the Scheduling Office, will develop and maintain a schedule of fees and charges for use of college facilities.

1. City, county, state governmental agencies, public service association with the educational program or support of the college, may use the facilities on a space available basis at a reduced rate up to and including no charge during times when the College is open, provided participants are not charged a registration fee. The VP of Finance and Administration or his/her designee will determine the rate charged to governmental entities.

2. Facilities may be used for political meetings and other campaign related purposes provided full rental/use fees be charged.
3. Any external user of college buildings and facilities will be financially responsible for all damage to property or injury to persons arising out of the use permitted, and may be required to provide a security deposit. The user must provide appropriate insurance that meets state minimum limits of \$300,000/\$600,000.
4. Rights are reserved by the Florence-Darlington Technical College Commission and /or the President to revoke permission for external use of buildings and facilities, without liability, should such action be deemed necessary.
5. Specific activities prohibited by the College, include but are not limited to those that:

Conflict or interfere with college activities and the learning experience;

Involve fundraising campaigns except as permitted by the Florence-Darlington Technical College Area Commission or the President;

Espouse theories or doctrines subversive to the laws of the United States, or any political subdivision thereof: advocating governmental changes by violence;

Formal instructional activities conducted by another organization, which grants credit or certification or CEUs, and for which fees are collected and are in direct competition with the college offerings;

Any advertisement or promotional materials for meetings must be approved in advance by the VP of Finance and Administration or designee; or

The use of any college facilities or equipment for production or process development for businesses or for personal gain is not permitted. To use any College facility or its equipment for production of goods or services that will result in personal or economic gain in any way is prohibited.

## **REQUEST PROCESS SCHEDULING OF FACILITIES**

1. All room requests must fit into the operational hours of the College unless approved by the President or Vice-President of Finance and Administration and or

their designated representative. Weekend classes or activities must be coordinated with the VP of Finance and Administration or their designated representative any time the College/Campuses are officially closed.

2. The organization reserving facilities will be sent a copy of the Florence-Darlington Technical College Facilities Rental Agreement and Contract. A completed College Facilities Rental Agreement and Contract must be returned to the College Scheduler at least 30 days prior to the event.

3. Room requests for all other campus personnel (faculty, staff) for meetings and other events not related to academic or Corporate Workforce Development (CWD) courses should be submitted by email or via the FDTC Intranet system. The rooms will be assigned on a first come, first served basis, unless other FDTC policy dictates the scheduling priority; i.e., student orientations, registrations, faculty/staff training, professional meeting days, and any other campus activity defined on the academic calendar.

4. The Business Office will be sent and will use the confirmation letter as a source document for agencies who are to be charged facility fees.

5. Cosponsored/Occupational or Independent training requests from outside groups/industry must be referred to SiMT/CWD in accordance with FDTC procedure 81-01. Non-training requests that are educational in nature, (meetings, conferences, seminars) generally do not require CWD referral.

#### **FACILITY SCHEDULING AT HARTSVILLE, COSMETOLOGY, MULLINS, AND HSC LOCATIONS**

1. All outside group/individual requests for facility usage must be submitted to Scheduling by the Site Director or his/her designated representative by use of the College Intranet Room Request system.

2. The minimum information required for an outside group request shall be:

- a) Name of organization/individual
- b) Purpose of meeting
- c) Contact person and phone number
- d) Title of the meeting/group

3. Site directors will complete and email an FDTC Room Request form to the Scheduling Office who will contact the group/agency and complete the FDTC Rental Agreement and Contract as applicable.
4. Scheduling will send a confirmation letter to the group advising on agreed meeting dates/times and other information as applicable with instructions. The letter will also indicate the room rental fees, if any, for the assigned facility space used by the group/agency. The renting organization shall reimburse the College in accordance with the terms of the rental agreement between the organization and the College. Payment for renting the facilities shall be made in advance of the event. The renting organization shall make checks payable to Florence-Darlington Technical College.

The College reserves the right to cancel authorized use of the College's facilities when considered to be in the best interest of the College or that serves a compelling state interest. Full reimbursement of fees paid in advance will be made if the College must cancel an event. Cancellations by external individuals or organizations may result in forfeiture of a portion of rental fees.

## **INDEMNIFICATION**

User agrees to waive all claims against and to assume, defend, indemnify, protect, and hold harmless FDTC, and all of the officers, directors, servants, agents, representatives, managers, personnel, employees, students, and volunteers against any and all costs, claims, demands, damages, losses, actions, judgments, or causes of action including court costs and attorney's fees, of whatsoever kind, arising or resulting, directly or indirectly, from any act, incident, accident, or claim occurring in, upon, or about the FDTC, or otherwise arising out of the event or the use of FDTC. User shall further indemnify and hold harmless FDTC, and all of the officers, directors, servants, agents, representatives, managers, personnel, employees, students, and volunteers from all loss or expense arising from any liability or claim of liability for injuries or damages to persons or property sustained or claimed to have been sustained by anyone by reason of the use of FDTC for the event, whether such use was authorized or not or consequent upon or arising from User's failure to comply with any laws, statutes, ordinances, codes, rules, or regulations, including in connection with such liability caused by, or arising out of death or injury to any

person or damage to property, or occurring due to defamation, copyright infringement, or otherwise.

### **AMERICAN DISABILITIES ACT (ADA) REQUIREMENTS**

Organizations using College facilities will be responsible for providing any ADA accommodations for their event beyond what the College provides.

### **EXCEPTIONS TO THIS PROCEDURE**

The president of the College must approve in writing any exceptions to this policy. In any situation not conforming to this Procedure, the issue will be referred to the President for a decision.