

## GUIDELINES FOR USE OF LCC FACILITIES

1. The Facilities Department will be responsible for granting permission for the use and scheduling of all College facilities. Additional approval is required for Hendershot Gallery use.  
Hendershot Gallery will be scheduled in accordance with the Gallery Procedure.
2. All groups/organizations will complete and return the request form to the Facilities Office at least (2) weeks in advance of the event. Forms are available in the Facilities Office, Public Folders and Facilities Link on the LCC website.
3. All groups/organizations may use the College for educational, cultural, charitable, and non-profit purposes. Private individuals are not allowed to rent LCC facilities.
4. All groups/organizations must agree to replace damaged or lost property, and to hold Labette Community College safe and harmless from all claims for damages by reason of injury or damage sustained by any person or property on the premises of the College. The organization must also agree to pick up props, supplies or materials immediately following the activity and return the facility to its original state (includes clean up, etc). LCC is not responsible for clean up or left behind props, supplies, materials, etc.
5. A \$100 deposit for non-LCC groups will be collected prior to booking the **Cardinal Event Center**. The deposit is refundable after the event if there are no damages to the facility. The deposit is refundable if the event is canceled at least one week in advance. The deposit is non-refundable if the event is canceled less than one week prior to the event.
6. College functions and student groups/organizations will be given priority in scheduling of College facilities. Student groups/organizations will be responsible for observing the (2) weeks advance notice of event to be scheduled and submit proper paperwork for approval; no fees will be assessed for use of facility by LCC groups/organizations. Community functions scheduled in accordance with these guidelines will not be canceled without adequate notice.
7. The Facilities Department is to be notified immediately of any change in a scheduled event. A custodian and/or an administrative staff member will be on duty during all community and college group meetings to ensure that building regulations are observed.
9. The Cardinal Café will be used for any on-site food service needs by all groups and organizations holding an event on LCC's campus. Outside food is not allowed unless approved in advance by the Facilities Department.
10. Eating and drinking will not be allowed in Hendershot Gallery.
11. All tobacco products are not allowed on LCC campus, facility or property.
12. The open carry of firearms is not allowed on the Parsons campus in accordance with Policy 2.12.
13. Alcohol is not allowed on campus in accordance with Policy 2.10. Exceptions may be made for select events in the **Cardinal Event Center** with written permission. The group/organization must make the request to the President at least two weeks in advance of the event.
14. Children brought to the campus must remain with their parents. Under no circumstances will children be allowed to run free on campus.
15. Payment must be made to LCC and received by the Facilities Department prior to event.
16. Groups/organizations using the **Cardinal Event Center** are responsible for bagging their trash and placing it in the dumpster.
17. The **Cardinal Event Center** cannot be reserved more than two months in advance by outside groups/organizations to allow the scheduling of college activities first.

## **FEES TO OUTSIDE ORGANIZATIONS:**

Fees for non-LCC organizations activities/events scheduled outside normal operating hours:

### **FACILITY** (excluding gymnasium)

4 or Less Hours: \$125

4-8 Hours: \$200

Over 8 Hours: \$75 per additional hour

### **GYMNASIUM**

4 or Less Hours: \$250

4-8 Hours: \$400

Over 8 Hours: \$75 per additional hour

Above fees are waived for use of facilities during normal operating hours of LCC.

### **Additional Fees for the Cardinal Event Center:**

In addition to the above fees a \$200 fee will be charged for the use of the Cardinal Event Center regardless of when it is used. An additional \$100 deposit is also charged. The deposit is refundable if there are no damages and/or if the event is canceled at least one week in advance.

REV. 2/14/17

REV 10/29/19

**REQUEST FOR USE OF FACILITIES**  
**Labette Community College**

Date Submitted: \_\_\_\_\_ Room Requested: \_\_\_\_\_

Name of Group/Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Phone No: \_\_\_\_\_

Second Contact Party: \_\_\_\_\_ Phone No. \_\_\_\_\_

Proposed Use/Description of Event: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Start Up Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

**SET-UP REQUIREMENTS:** (Include items such as number of participants, arrangement of chairs and/or tables, audio/visual needs. If you are using the Hendershot Gallery please note whether or not you require wall space and the amount of floor space you require). Please do not hang items on the walls, no confetti or glitter, and no popcorn in the Thiebaud Theatre. Refreshments can be set up in designated areas.

**Eating and drinking will not be permitted in Hendershot Gallery.**

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All organizations must have a designated supervisor responsible for equipment and facility. Tobacco is not allowed on LCC campus, facilities or property. Alcohol is not allowed unless approved in advance by the College President. The open carry of firearms is not allowed on the Parsons Campus. Apparatus or equipment of an unusual nature must be approved prior to use. All equipment, materials and supplies brought in must be removed immediately and facility to be returned to its original state (includes clean up, arrangement of furniture, etc). Payment must be made to LCC and received by the Facilities Department prior to event.

I have read and fully understand the guidelines for the use of LCC facilities. I also understand that I am responsible for any damages to the building/equipment/grounds incurred by my organization. I am responsible for any injuries or accidents, loss of life or limb while renting this facility. I agree to hold Labette Community College safe and harmless from all claims.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Party

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FOR LCC USE ONLY

FACILITY RENTAL FEE: \_\_\_\_\_

\_\_\_\_\_  
APPROVED      \_\_\_\_\_ NOT APPROVED

\_\_\_\_\_  
Facilities Department