

# Forsyth Tech Facility Usage Policies

- 1) All reservations require a 25% deposit to secure reservation. The balance is due 5 business days prior to the event start date.
- 2) The College supports the democratic electoral processes in our society and may provide forum space for these processes, provided all candidates are invited to the event. College facilities may not be used for profit-making or political fund-raising purposes.
- 3) Any group that intends to use the College's facilities in pictures, digital media, or promotional material that are not part of the college's instructional or marketing programs, must be approved in writing by the Office of Marketing and Communications. Groups may not use college facilities for fund-raising, commercially, or for personal financial gain.
- 4) Forsyth Tech reserves the right to deny facility use to any organization whose purpose in using a facility is not compatible with the educational mission of the College or whose presence poses potential risk of violence, disruption, or negative publicity to the College. (Free Speech and Public Assembly Policy)
- 5) Ticketed events are not permitted with the exception of events that charge a nominal registration fee to cover associated meeting fees.
- 6) No animals (except service animals) are allowed on Forsyth Tech property.
- 7) Agencies providing proof of 501c-3 nonprofit status qualify for a 25% discount on the facility fee rate, the discount does not apply to additional fees. Government agencies qualify for a 50% discount on the facility fee rate, the discount does not apply to additional fees.
- 8) In the event of non-returned equipment, or damaged property relating to facility usage, costs will be charged to the Lessee. Groups that fail to protect the College's property may be prohibited from future use.
- 9) The use of glitter, confetti, or open flames is prohibited and violations will result in a \$200 cleaning fee.
- 10) If you wish to attach posters, charts, or signage to the walls, you must use a 3m Command product.
- 11) Alcohol is not permitted on Forsyth Tech property, unless specifically authorized by the President, according to Policy ##.
- 12) Forsyth Tech has designated smoking areas. Policy?
- 13) Firearms and weapons of any kind are strictly prohibited on all Forsyth Tech campuses.
- 14) The Blaze Grill has the first right of refusal to provide catering services. If The Blaze Grill is unable to provide catering, outside catering may be used.
- 15) The College assumes no liability for closures from any cause (ex. Weather, utility, equipment failure etc.). Lessee will have the right to reschedule or receive a deposit refund as the College may not have staff on campus to provide services.
- 16) In exceptional circumstances, the College reserves the right to cancel reservations and will work with the Lessee to minimize the impact of such change.
- 17) Depending on the size and nature of the event, the college may require a Certificate of Liability Insurance 7 days prior to the event.
- 18) Forsyth Tech reserves the right to have a staffed table for recruitment and/or college representation, at their discretion, located near the event.