



SOUTHERN STATE COMMUNITY COLLEGE
Central Campus
100 Hobart Drive, Hillsboro, OH 45133 937-393-3431
FACILITY REQUEST FORM

Request Date: _____

MEETING DAY/DATE: _____ Beginning time: _____ am/pm Ending time: _____ am/pm

REQUESTING ORGANIZATION: _____

Type of Event _____

Number of persons expected to attend: _____ Fax: _____

REQUESTOR: _____ Phone: _____

Billing Address: _____

City/State: _____ Zip: _____

Will food/beverages be served? No / Yes (Explain) _____

Request subject to open/closing fees? Yes / No

Facilities: Classroom (Room # _____) Lobby Auditorium Student Lounge
Lecture Hall Soccer/Softball Fields Other
Text Message (Text)

Patriot Center: Gymnasium Concession Stand Lobby Other
Volleyball Standards Portable Rims Softball Batting Cage Portable Stage
Bleachers Protective Mat Showers/Locker Rooms
Text Message (Text)

Equipment: Microphone Tables (Qty. _____) Chairs (Qty. _____) Overhead Projector
Slide Projector TV/VCR Podium Other

Special Instructions:

Prior to signing, please read the attached facility use guidelines and fee structure. By signing below, I agree to the terms and conditions outlined in the Facility Use Policy and I understand that failure to comply with any of the guidelines will result in my request being nullified and possible fines.

Requestors Signature _____ Date _____

Office Use Only

Proof of Insurance: Y / N Date Recvd: _____ Deposit paid: Y / N Date Recvd. _____

Approval
Pre- Approval Pending Committee
Referred to Committee

Committee Action:
Approved
Denied
Conditional Approval

Date: _____

Date: _____

Authorized Signature: _____ Date: _____

Routing:

LRC Requestor Maintenance Athletic Director
Cleaning Crew (A, B, or C clean) Other

Fee Structure for SSCC Central Campus Facilities

- An open/close rate of \$15 is charged for all events held outside the College's normal operating hours.
- Digital sign messages are available for \$10 per day. See facility use guidelines for more information.
- Long term or local high school use of the facility is negotiable.

General Classrooms, Student Lounge, or Lecture Hall

Tier	User	Charge
I	Non-profit organizations*	Free of charge
II	For-profit organizations	\$35
III	Private or Individual Use	\$35
IV	Private or Individual Use (Employees/Patriot Club level Foundation donor)	Free of charge

Lobby

Tier	User	Charge
I	Non-profit organizations*	Free of charge
II	For-profit organizations	\$100
III	Private or Individual Use**	\$400 (Committee Review)
IV	Private or Individual Use** (Employees/Patriot Club level Foundation donor)	Discounted** (Committee Review)

*If a non-profit organization uses the facility for fundraising or profit purposes, they are obligated to pay the Tier II rate.

**Private use of the lobby will be reviewed on an individual basis by the facility committee. The starting rate for use of the lobby for private engagements begins at \$400 and can be discounted in 25 percent increments based on purpose and other criteria established by the committee including past usage experience, relationship to the college, and anticipated attendance.

Auditorium

Tier	User	Charge
I	Non-profit organizations*	Free of charge
II	For-profit organizations	\$100
III	Private or Individual Use**	\$400
IV	Private or Individual Use** (Employees/Patriot Club level Foundation donor)	Discounted** (Committee Review)

*If a non-profit organization uses the facility for fundraising or profit purposes, they are obligated to pay the Tier II rate.

**Private use of the auditorium will be reviewed on an individual basis by the facility committee. The starting rate for use of the auditorium for private engagements begins at \$400 and will be discounted in 25 percent increments based on purpose and other criteria established by the committee including past usage experience, relationship with the college, and anticipated attendance.

Use of entire building

Tier	User	Charge
I	Non-profit organizations*	Free of charge
II	For-profit organizations	\$250
III	Private or Individual Use	Not available
IV	Private or Individual Use (Employees/Patriot Club level Foundation donor)	Not available

*If a non-profit organization uses the facility for fundraising or profit purposes, they are obligated to pay the Tier II rate.

SSCC Patriot Center Fee Structure

Expected Capacity	Profit Organization	Non-Profit Organization	Private or Individual
50-100 (Lobby Only)	\$400	\$100	\$1000
101-250	\$600	\$200	\$2000
251-500	\$800	\$300	\$2000
501-2500	\$1000	\$400	\$2000

- A cleaning fee ranging from \$88 - \$150 will be assessed for use of the Patriot Center depending on the type of event being held. "A" Cleaning - \$150: "B" Cleaning - \$108: "C" Cleaning - \$88
- Depending on the time and nature of a scheduled event, an onsite SSCC facilitator may be required and will be charged to user at the rate of \$15 an hour.
- A refundable \$50 deposit is required to hold any Patriot Center request. Deposit can be used toward payment of final expense.
- Long term or local high school use of the facility is negotiable.

Setup/Use of any of the following

Floor Mat	\$50
Bleachers	\$50
Portable Stage	\$50
Sports Equipment (Portable rims, volleyball nets, and batting cage)	\$50
Training Fees	\$20 hourly
Digital Scrolling Sign Message	\$10 daily
Table/Chair setup (More than 5 tables or 35 chairs)	\$50



Facility Use Guidelines/Fee Structure

Updated October 2005

Southern State Community College facility use by the public is encouraged in accordance with the following guidelines:

General Facility Use (Main Campus)

1. Use of the any facility will not conflict with College instruction or activities.
2. Facilities shall not be rented or used on a regular basis for strictly private business enterprise.
3. Facilities shall not be rented or used strictly for political fundraising, campaigning, or rallying.
4. Use of the entire building for the majority (3/4) of the working day will be subject to committee review.
5. Generally, facilities shall not be rented or used by an individual for strictly private affairs on a regular basis.
6. Alcoholic beverages are not permitted on the campus.
7. Tobacco products are not permitted in any college facility.
8. Sufficient liability insurance must be provided for all facility requests. This proof of insurance must be delivered to the College five working days prior to the requested date of use.
9. Damages to the facility or Southern State equipment are the financial responsibility of the requestor.
10. The College reserves the right to require advance identification of speakers and review speeches if necessary. The College reserves the right to rebuttal any presentation.
11. Food and beverages are not to be served in the auditorium. Arrangements for food in other areas of the facility should be specified in the request. (Because of contracts the College has with specific vendors, beverage distribution is limited to non-alcoholic Coca-Cola products. No other competitive products are permitted on campus.)
12. Requestors are responsible for set-up and tear down of any chairs or tables. The facility is expected to be left in good condition.
13. Portable equipment such as a slide projector, TV/VCR, podium, microphone, tables, and chairs can be provided depending on availability. Any damage to such equipment upon return becomes the financial liability of the user.
14. Use of any College signage by outside groups is permitted for a per day fee for specific event purposes. Birthday, anniversary, and other related personal announcements should be avoided. The College reserves the right and will exercise the right to review the message and edit as necessary. Messages will be posted, space permitting. Ten word maximum for electronic scrolling sign.
15. Requestors of the facility agree to the charges outlined in the section of this form labeled "Fee Structure."
16. All requests must be submitted 10 working days in advance of the requested date. Requests requiring equipment need to be submitted 15 working days in advance.
17. Parking for any event should be restricted to the designated parking area. No parking or driving on the soccer or softball fields.
18. Security is the responsibility of the requestor.
19. The normal operating hours of the College are 8 a.m.-5 p.m. Monday-Friday. Requests made during these operating hours on days the College is open will not be subject to opening/closing fees. All other requests are subject to an opening/closing fee.

Patriot Center

Guidelines for usage of the Patriot Center include all of the guidelines listed for use of the main campus in addition to the following guidelines.

- All Patriot Center requests must be made 30 working days in advance and will be subject to facility committee review. A provisional acceptance can be determined at the time of the request if the schedule permits but final approval rests with the committee. (The committee meets biweekly as needed.)
- Food and drink are generally not permitted in the gymnasium area. Special occasions such as dinners, luncheons, etc. are to be specified at the time of request and are required to use the protective floor mat. Events involving dancing are strongly discouraged however; users have the option of renting a pre-approved floor made especially for such purposes from outside vendors. Blemishes or other damage to the hardwood floor will be the responsibility of the requestor and can be quite costly.
- The floor mat must be used when any tables or chairs are being placed on the gymnasium floor.
- Any use of the concession stand must be done under the guidelines outlined in a permit obtained through the Health Department. Requestor is responsible for obtaining the necessary permit(s) and understanding the guidelines.
- Bleachers can be pulled out as needed.
- A 24' x 48' portable stage is available.

- Sports equipment such as portable rims and volleyball nets can be provided.
- Use of the scorer's table, overhead scoreboard, side scoreboard and sound system require training by SSCC personnel prior to use and must be scheduled two weeks in advance of the event date. These services are not guaranteed and are contingent upon the availability of trained personnel. A \$20 an hour fee will be assessed for training and any actual event participation.
- Sports equipment such as basketballs, volleyballs, and mats are not available to outside groups.
- A walk-thru consultation meeting with SSCC personnel is required prior to using the facility.
- Security is the responsibility of the user.
- A refundable \$50 deposit is required to hold any Patriot Center request. Deposit can be used toward payment of final expense.

**** The College reserves the right to review all facility requests and reject, if necessary, those requests that aren't consistent with the mission of Southern State Community College. ****