



SWAINSBORO • 346 Kite Road • Swainsboro, Georgia 30401 • (478) 289-2200 • Fax: (478) 289-2263
VIDALIA • 3001 East First Street • Vidalia, Georgia 30474 • (912) 538-3100 • Fax (912) 538-3156

Southeastern Technical College is an Equal Opportunity Institution

AUDITORIUM RENTAL AGREEMENT TERMS & CONDITIONS OF USE

I/We understand and agree that failure to provide information pertinent to the use of these facilities and/or information requested by Southeastern Technical College personnel, or to meet established deadlines or make timely payments, may render this document null and void.

Today's Date: _____

Authorized Signature

	Date	Time In	Time Out	Hours of Use	Date	Time In	Time Out
Date/Times of Set-Up/Load In:							
Date/Times of Rehearsal:							
Date/Times of Event:							

Group Applying for Facilities Use: _____

Address: _____

Telephone: _____ Do you want this number listed as the contact for the event? If not, what number: _____

Authorized Signer's Name (Please PRINT): _____

Address: _____

Telephone: _____ Cell Phone: _____

Contact Person for Event (Please PRINT): _____

Telephone: _____ Cell Phone: _____

E-Mail Address: _____

Type of Event: _____

Purpose of Event: _____

Are you a Tax-Exempt Non-Profit Organization: _____ Yes _____ No

If so, please indicate Federal Tax ID#: _____
(Must be Provided to Establish Non-Profit Status)

Name of Person Responsible for Payment to STC (Please PRINT): _____

Telephone: _____ Cell Phone: _____

This Contract is for the Use of: _____ Tattnall Auditorium (**maximum 236**)
_____ Toombs Auditorium (**maximum 776**)

Also Requested: _____ Dressing Rooms _____ Green Room _____ Student Center _____ Lobby

Will There be an Admission Charge for your Event? _____ Yes _____ No

Admission Charged: \$ _____ Estimated Size of Audience: _____

Are You Requesting to Serve Food: _____ Yes _____ No

Who Will Serve Food: Contact: _____

Phone: _____

Menu for Event: _____

If requesting use of the Atrium, please describe usage: _____

EQUIPMENT REQUEST

Use of the listed specialties may incur extra fees.

Note: House Technicians are required to operate STC equipment

Spot Light	_____	Projector	_____	Microphone (10)	_____
Intercom	_____	Podium	_____	Lapel Mic (1)	_____
Piano	_____	CD Player (1)	_____	*Special Stage Lighting	_____
Computer	_____	Stage Monitor (4)	_____	(*Additional Fee Required)	

NOTE! The "Basic" Fee Schedule (attached) represents the charge for a four (4) hour rental period on **ONE DAY** beginning when the building is unlocked. This time frame is to **INCLUDE** your set-up/rehearsal time AND performance. This "Basic" fee includes use of an auditorium (or other venue selected), house lights/stage lights turned on, house P.A. system (if renting an auditorium) Technical Director on the premises, Lectern, one (1) microphone and stand, and access to restrooms. **All events must end by 11:00 pm.** Additional time, over and above a four (4) hour rental, is subject to an additional fee. Also any additional needs, including but not limited to, services of technical director, theatrical use of house lighting, a sound technician, or any additional technicians needed to service your event may be accessed. (STC personnel must be utilized to operate STC equipment) **The time of your event is measured from the time the building is unlocked until it is locked again, NOT on the ESTIMATED time you anticipate the event to last.**

RULES AND REGULATIONS

NOTE! Failure to comply with the rules as set forth below may result in your event being cancelled and/or asked to leave the Facility.

1) **Requests and Agreements:**

Rental Agreement/Terms and Conditions of Use should be turned in to the Auditorium Manager no later than **30 days** prior to your event. Requests are fulfilled on a first come basis dependent upon availability of the venue requested. A nonrefundable processing fee of \$200/Toombs Auditorium, \$100/Tattnall Auditorium which serves as the deposit, must be made at least 30 calendar days prior to your event. The deposit will be returned if your application is denied; otherwise, it will be applied to your bill. The Auditorium is not considered reserved until the Rental Agreement/Terms and Conditions of Use has been signed and returned along with the processing fee. If a Rental Agreement/Terms and Conditions of Use is received and the requested rental date is less than 30 days prior to your event, it must be approved by the Vice President for Student Affairs. If the event is approved by the Vice President for Student Affairs, the renter must pay a \$50 late fee, in addition to other fees due. If a personal check is used, a social security number must be on the check. **NOTE! If your needs change, or you failed to request something you may subsequently need, your amount due may change, you will then be responsible for the adjusted amount.** Your total estimated fee is due **14 calendar days** prior to your event. If it is not paid, STC reserves the right to cancel your event. If a request is made to rent an auditorium with less than 14 calendar days prior to the event then all fees are due upon signing of the contract, including late fees. An auditorium contract will not be signed or approved with less than 10 calendar days notice.

Rehearsal dates should be booked at the time the event date is booked. If you do not book a rehearsal date at that time and later request a rehearsal date within 14 days of your event and want to add a rehearsal, you will have to pay for the additional time as determined by our rental fee schedule and a \$50 late fee.

_____ Initial Here

2) **Publicity:**

Upon receipt of Rental Agreement/Terms and Conditions of Use and deposit, STC will post event on Auditorium Calendar, STC Website, and the STC Facebook page. It is the renters responsibility to provide any electronic files needed for publicity of event to Julie Busby at jbusby@southeasterntech.edu Event will be pulled from Publicity if fees are not paid in full 14 days prior to the event date.

_____ Initial Here

3) **Smoking:**

Southeastern Technical College is a tobacco free/smoke free campus. It is your responsibility to notify your attendees of the no smoking policy. If your event participants smoke, you will be responsible for a \$50 cleanup fee. **Absolutely no smoking is allowed on the premises.**

_____ Initial Here

4) Food, Drink, and Meal Functions:

Food and drink are not permitted within the building except in the Student Center. **NO food or drinks are allowed in the auditoriums.** The Student Center may be used for small meal functions with up to 60 participants. Meals in the Student Center must be catered. Folding tables and chairs must be provided by the user. **Prior approval must be granted by the Auditorium Manager to host any food/drink or meal function.**

_____ Initial Here

5) Use of Folding Tables and Chairs:

If you need folding tables and/or chairs for your event it is your responsibility to provide them. A limited number may be available for use from STC. You may check with the Auditorium Manager for their availability. If you use STC's property, it is your responsibility to return it to its proper storage.

_____ Initial Here

6) Use of Sidewalks:

The sidewalk leading to the front entrance of the lobby is for entering and leaving the building only and shall not be used as a meeting place for large groups. Any other use may result in damage to the landscaping and injury to those attempting to pass by. **NO SKATEBOARDING or BICYCLE RIDING** is allowed on any STC walk-way.

_____ Initial Here

7) Use of Signs on Campus:

There is a City Ordinance that prohibits placement of temporary signs on city or state right-of-way. Therefore, no signs of any kind shall be allowed anywhere on campus.

_____ Initial Here

8) Access to Instructional Areas:

Unless specified in your utilization agreement, user is **NOT** authorized to enter the administrative or instructional wings of the building.

_____ Initial Here

9) Seating Capacity of the Auditoriums:

The maximum seating capacity of Toombs Auditorium is 776 persons. The maximum seating capacity of Tattnall Auditorium is 236 persons. It is unlawful to permit occupancy in an auditorium to exceed that capacity.

_____ Initial Here

10) Utilization of the Lake:

The lake is intended only to enhance the aesthetic value of STC's campus. Swimming, boating, fishing, is not permitted in the lake at any time.

_____ Initial Here

11) Parking, Loading, Unloading:

Paved parking lots are provided for the convenience of our patrons. No driving on the grass or parking in restricted areas is permitted. Vehicular access to the back lawn may be permitted for events held in that area, however prior permission must be obtained from STC personnel before driving in that area. Unloading docks are available for auditorium use, please check with appropriate personnel to determine availability. Renters or patrons may not block the fire lane and may not park in the restricted areas behind the STC auditoriums. Automobiles in this area will be towed at the owner's expense.

_____ Initial Here

12) Advertising:

Users shall not advertise any performance or the appearance of any performer or meeting prior to the signing of the contract and acceptance thereof by STC personnel. In addition, advertising for the event is the responsibility of the user **NOT** STC.

_____ Initial Here

13) Cleanup:

In addition to rental/user fees for the use of the facilities, the user shall be charged \$50.00 for the first four hours and \$15.00 per hour thereafter for cleaning personnel. However, each group shall be responsible for disposing of large items of trash in the auditorium, dressing rooms, and parking lot after their event. If applicant does not dispose of trash items, an additional clean-up fee of \$50.00 will be assessed.

_____ Initial Here

14) Precautions:

The auditoriums are equipped with heavy counterweights and other equipment which may cause injury. There is also an Orchestra Pit located in Toombs Auditorium. You must advise your participants of the dangers in both auditoriums. **CHILDREN SHALL NOT BE LEFT UNATTENDED!** The College will not be responsible to you or your participants/guests for any injuries that may result from these or other dangers that may be encountered on a theatrical stage.

_____ Initial Here

15) Unlocking Doors:

Users shall not unlock, or prop open any doors without the Auditorium Managers permission. If, for any reason, equipment or merchandise is stolen, damaged or lost due to user tampering with locks by opening locked doors, taping locks, or propping doors open the user will be charged for the lost, damaged or stolen property/merchandise.

_____ Initial Here

16) Fees or Damages:

If damages result from the utilization of facilities, the user will be required to pay the cost of repair, replacement or claims that arise from the use of facilities, at a cost determined by STC.

_____ Initial Here

17) Cancellation Policy:

STC reserves the right to impose a cancellation fee for any event cancelled less than 10 calendar days prior to event.

_____ Initial Here

18) Atrium Usage:

Renters may not move Atrium furniture or set up personal items without the permission of the Auditorium Manager. Renters may not sell items in the Atrium without the permission of the Auditorium Manager.

_____ Initial Here

19) Fire Marshal Code:

Renters must abide by **ALL** State of Georgia Fire Marshal Codes including: not blocking fire exits, not blocking auditorium aisles (no sitting or standing in aisles, no wheelchairs or strollers in aisles), no open flames (including candles) in auditoriums (unless it is a food warmer), and no blocking fire lanes in front of college by parking in restricted parking areas. Violators of State Fire Marshal Codes will be fined \$500.

_____ Initial Here

20) Glitter:

Absolutely **NO GLITTER** is allowed in the building. Renter will be responsible for carpet cleaning by a person or company of STC's choosing.

_____ Initial Here

HOLD HARMLESS AGREEMENT

Indemnity: Lessee (user), in using the Lessor's facilities, assumes full responsibility for any and all damages and/or claims arising from that use. Lessee specifically agrees to indemnify, release and hold harmless STC, its personnel, officers, agents and other event staff from any and all claims that may arise from said use. This shall include, but not be limited to responsibility for; personal injury, loss of life, theft, property damage, failure to perform, and tort issues. Lessee further agrees to be held liable for all costs and expense to STC, its personnel, officers, agents and other event staff that may be incurred in defending any and all claims of liability and/or damages arising from Lessee's use of STC facilities as permitted under Georgia law.

Lessee's (User's) Authorized Signature

Date

Auditorium Manager's Signature

Date

Below to be completed by Auditorium Manager

Move-out must be completed by _____ am/pm on _____.
Time Date

Failure to comply with the move-out deadline stated above will result in the User's effects being declared **ABANDONED**. As a result they shall be disposed of by Southeastern Technical College's staff as they may deem appropriate.

Acknowledged by User's Authorized Signer

Date

Auditorium Manager

Date

MARKETING INFORMATION

Please complete this form to bring with you at your contract meeting so that we may assist you in publicizing your event.

Upon receipt of Rental Agreement/Terms and Conditions of Use and deposit, STC will post event on auditorium Calendar, STC Website, and the STC Facebook page. It is the renter's responsibility to provide any electronic files needed for publicity of event to Julie Busby at jbusby@southeasterntech.edu Event will be pulled from Publicity if fees are not paid in full 14 days prior to the event date.

Name of Event: _____

Sponsored By: _____

Date of Event: _____

Time of Event: _____

Cost to Attend: \$_____

Information on where tickets can be purchased:

Event Contact Person: _____

Email: _____

Brief Description:

Please bring (or send to Kathy McCall at email address listed above) clip art of picture in standard electronic file format (jpg, pdf) so that we may load it to our website and Facebook page for you.