

PROCEDURE 2.2.3.1 - EVENT FACILITY USE

PURPOSE

Haywood Community College Event Facilities are available for use by both College employees and External User Groups.

SCOPE

The following procedures shall be used by all parties hosting an event at the College's event facilities.

Note: For Permit requests of College space for the purposes of Campus Free Speech, Distribution of Material, and Assembly, refer to Procedure 2.3.5.1.

DEFINITIONS

None.

I. COLLEGE EMPLOYEES APPROVED TO USE THE COLLEGE'S EVENT FACILITIES

Any College employee requesting use of College Event Facilities must submit an Event Request form to the Coordinator of Campus Development Services and Events. A Host Agreement will be provided to the employee to sign and send to the President of the College for approval. Upon approval, you will receive notification from the Coordinator of Campus Development Services and Events. The College employee requesting use of the College Event Facilities will be responsible for adhering to the HCC Event Facility Use Guidelines along with all College Policies and Procedures during the event.

II. EXTERNAL USER GROUPS APPROVED TO USE THE COLLEGE'S EVENT FACILITIES

Any External User Groups requesting use of College Event Facilities must submit an Event Request form to the Coordinator of Campus Development Services and Events for approval.

A. Terms of Use

User shall be responsible for complying with the latest version of the Haywood Community College Facility Use Guidelines and all Facility Use Contract. Violation of either of these may, at the discretion of the College, result in fines to the user.

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B. Permitted Groups

The following groups shall be permitted to use the College's event facilities and grounds:

1. Student groups and College-affiliated groups;
2. Governmental entities;
3. Non-profit entities;
4. Community members; and
5. For-profit entities for events (e.g., banquets, awards presentations, charity fundraisers, etc.).

Any use of the College's event facilities must be in furtherance of the College's educational purposes or in promotion of the community's cultural and educational welfare and does not compete with any classes or events that are offered or could be offered by the College. For-profit businesses may not use the facilities in violation of the N.C.G.S. § 66-58.

C. Priority

The College maintains the right to reserve and use any of its facilities at any time, with or without prior notice, for its use, and such use will take priority over any other use. Individuals or groups that participate in speech not protected by the First Amendment, that engage in activity which causes a material and substantial disruption to the College educational environment and/or operations or conduct or activities that are contrary to the College's educational mission or are in competition with the College shall not be allowed to use the College's facilities for any reason.

D. Rental and Service Fees

Rental and service fees are established herein for use of the College's event facilities by governmental entities, non-profit entities, community members, and for-profit entities. The President may, in his/her discretion, waive the rental and/or service fees for all entities and individuals except for-profit entities.

III. RENTAL AND SERVICE FEES

A. Event Facility Rental Fees

The following is a list of the available facilities for use and the event facility rental rate effective January 1, 2026. The College's Normal Operating hours can vary depending on weekdays, weekends, holidays, and inclement weather.

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Facility Location	Rates
Main Hemlock Auditorium with Rear Right & Rear Left Areas Partitioned for Breakout with Lobby.	\$1,500.00 per day
Main Hemlock Auditorium Fully Open with Lobby. 866 fixed seats-1000 Capacity.	\$1,000.00 per day
Main Hemlock Auditorium Rear Right Partitioned Area 153 fixed seats.	\$500.00 per day
Main Hemlock Auditorium Rear Left Partitioned Area 163 fixed seats.	\$500.00 per day
Regional High Technology Center Auditorium with Lobby 125 fixed seats.	\$750.00 per day
Juniper Tiered Lecture Hall (80 Capacity)	\$500.00 per day
Board Room (If available) (Balsam, Juniper, Hemlock)	\$500.00 per day
Classrooms (If available)	\$300.00 per day

B. Service Fees

The following is a list of service charges associated with event facility use. The user will be notified in advance of service fees associated with requests for additional services not included in the following list.

Service	Normal Hours (M-F, 8am-5pm)	After Hours, Weekends and Holidays
Opening (e.g., set-up) and Closing (break-down and clean-up)	Dependent upon the event's needs.	Dependent upon the event's needs.
Technical Support for Audio/Visual Equipment	Dependent upon the event's needs. Rate determined by HCC Approved Audio/ Visual Operator. Contracted separately.	Dependent upon the event's needs. Rate determined by HCC Approved Audio/ Visual Operator. Contracted separately.
Deputy	Rate determined by contracted Deputy.	Rate determined by contracted Deputy.
Cleaning Fee	Rate determined by contracted custodial.	Rate determined by contracted custodial.
Piano Rental	\$0.00 (tuning is at the expense of the user)	\$0.00 (tuning is at the expense of the user)

These fees are subject to change based on the size and complexity of the event.

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EXCEPTIONS

None.

ROLES/RESPONSIBILITIES

- A. **College Employee or External Use Group:** Responsible for complying with the latest version of the Haywood Community College Facility Use Guidelines and all Facility Use Contracts.
- B. **Campus Development:** Responsible for ensuring the space is available and prepared for use at the requested time and in accordance with the contract.

POLICY LIFECYCLE AND REFERENCES

Adopted: 2017-11-14
Revised: 2025-08-17, 2020-02-24
Legal References: N.C.G.S. § 66-58
Cross References: Procedure 2.3.5.1