

SECTION THREE STUDENT AND COMMUNITY USE

3.01 Authority

The Angelina College Board is authorized to fix and collect rentals, rates, charges, and/or fees from students and others for the occupancy, use, or availability of all or any of its property, buildings, structures, activities, operations, or facilities, in such amounts and in such manner as may be determined by the Board (Education Code 130.123(c)). See GF Exhibit in the AC Policy and Procedure Manual for a schedule of current rates, charges, and fees.

3.01 Reservation of Facilities

For the purposes of this policy, “facilities” include services, property, grounds, buildings, and structures owned or operated by the College.

3.01.1 Academic Affairs

The College may schedule course sections in any academic space owned or operated by the College to maximize student convenience, enrollment efficiency, and facility use.

3.01.2 College Units

If a College unit needs to use a facility for purposes other than course scheduling, a representative must complete the approved request form to reserve the space.

3.01.3 Non-College Entities and Individuals

If an entity or individual that is not a unit of the College desires to use a College facility, the entity or individual must complete the approved request form available at angelina.edu/reservations.

3.01.4 Affiliate Entities and Students

If an entity affiliated with the College, including a registered student organization, or a student desires to use a College facility, the entity or student must complete the approved request form available at angelina.edu/reservations.

3.02 Priority of Use

College activities have first priority for use of College facilities (i.e., services, property, buildings, and structures). Reservations may not be made more than 120 days in The College will make a good faith effort to offer alternative facilities in the event of a cancellation.

3.03 Restrictions

All activities are scheduled subject to availability and must not supplant the regularly scheduled activities of the College. Use may be denied groups engaging in activities that:

1. Disrupt the normal operations or academic activities of the College;
2. Engage in commercial profit-making or recruiting; or
Cause a security concern.

3.03.1 Non-College parties or individuals may be denied use of College facilities. Non-College entities or individuals that have previously received disciplinary action by the College, have damaged College property, or have a current unpaid debt to the College may be denied use of College facilities. The College will prohibit activities that disrupt instructional programs or conflict with College organizations. Non-College organizations

that charge admission or solicit funds may be denied use of facilities or charged an additional fee by the College. Facilities are not normally available for use between semesters, during spring break, or on holidays when the College is closed. Facility use when the College is closed may require the payment of additional fees.

3.03.2 Designated College facilities have features or equipment that (a) present potential safety risks, (b) may be highly expensive to repair or replace if used inappropriately, and/or (c) if damaged or lost may result in unacceptable interference with College operations or academic activities. The College may deny use of such facilities by Non-College entities or individuals, affiliated entities, and students. The College President is authorized to add facilities to the following list as necessary. The designated facilities include:

- The Angelina Center for the Arts, including art studios, the Temple Theater, the art gallery, the black box theater;
- Instructional shops, certain rooms in Health Careers I and II, and science laboratories;
- Hudgins Hall auditorium;
- The softball facility;
- The baseball facility;
- The soccer facility;
- The College Activity Center, including Shand's Gymnasium, the weight room, and the dance studio;
- The Student Center cafeteria, including kitchen and food service areas; and
- The Conference Center (Aux Gym), including the student lounge.

STUDENT AND COMMUNITY USE OF COLLEGE FACILITIES

The Angelina College Board of Trustees have established the following rates, charges, and fees for use of College facilities by Non-College Entities and individuals. The College President is authorized to adjust rates, charges, and fees on a case-by-case basis if the intended use supports the fulfillment of the College's mission, contributes to the College's student recruitment efforts, or is associated with the College's Community Services division. Outside events that raise funds, solicit donations, charge admission, or sell items are subject to a College charge of 10% of gross receipts.

For the purposes of GF Local Policy and this exhibit, "facility" is any service, property, grounds, building, and structure owned or operated by Angelina College.

SECTION ONE FACILITY RENTAL RATES

- 1.01** Exclusive use of the space does not include exclusive use of building or premises unless otherwise noted, but does include use of accompanying restroom and/or common spaces.

The College will charge a cleaning fee for each reserved facility. Cleaning fees vary depending on facility size and event type. Additional fees will be charged when security is required for an event. Angelina College does not provide or rent stand-alone tables or chairs for events, but may rent podiums and portable stage areas.

- General Purpose Classroom (excludes specialized shops, laboratories, and health careers instructional spaces)
Capacities vary with a maximum of approximately 30 people.

Weekday up to 4 hours	\$50
Weekday 4-8 hours	\$100
Weekend up to 4 hours	\$100
- Technology and Workforce Building Room 139
Capacity is approximately 45 people

Weekday 8 am to 5 pm	\$1,200/day
Weekday after 5 pm	\$1,500/day
Weekend	\$1,800/day
- Specialized shop, laboratory, health careers instructional spaces are not available for use other than official College instruction.
- Cafeteria and large lecture halls.
Capacities vary by facility

Weekday 8 am to 5 pm	\$850/day
Weekday after 5 pm	\$1,050/day
Weekend	\$1,500/day

- Community Services building room 104
Capacity is approximately 121 people
Weekday up to 4 hours \$85
Weekday 4-8 hours \$100
Weekend up to 4 hours \$100

- Dormitory
\$50 per student per day
\$100 per non-student per day
Note: Non-student rental of dormitory rooms is restricted to periods when classes are not in session. Rental is based on availability and subject to approval by Chief Student Affairs Officer or his/her designee.

- Hudgins Hall Auditorium
Capacity is approximately 300 people
Weekday 8 am to 5 pm \$1,750/day
Weekday after 5 pm \$2,000/day
Weekend \$2,500/day

- Angelina Center for the Arts, Temple Theater
Capacity is 884 people
Weekday 7 am to 5 pm \$3,000/day
Weekday after 5 pm \$3,500/day
Weekend \$4,000/day expenses
Note: Ushers are required for any event in Temple Theater, ushers must be approved by Visual and Performing Arts chair or his/her delegate.

- Activity Center, Shand's Gymnasium
Weekday 7 am to 5 pm \$2,000/day
Weekday after 5 pm \$2,400/day
Weekend \$3,100/day

- Multipurpose Field and Pavilion
Weekday (up to 4 hours) \$50
Weekday 4-8 hours \$85
Weekend \$85

- Conference Center (Auxiliary Gymnasium)
Capacity is dependent upon configuration with maximum being 960 people
Weekday 7 am to 5 pm \$2,100/day
Weekday after 5 pm \$2,500/day
Weekend \$3,200/day

- Baseball Facility, Softball Facility, or Soccer Facility
Weekday 7 am to 5 pm \$250/hour
Weekday after 5 pm \$300/hour
Weekend \$400/hour

1.02 Concessions

College concessions must be managed and operated by AC employees only. All proceeds from concession sales are retained by the College. Requests for concession services will only be honored if College personnel are available for operation. The College reserves the right to operate concessions even if such service has not been requested by an outside party.

1.03 Equipment Rental

- Desktop Computer Use \$25/day per station
- Piano Rental \$1,500/day
- Overhead projector \$75/day
- Laptop Computer \$100/day
- Use of Copier \$.20/page
- Stand-Alone TV \$35/day

Advanced reservation is required for all equipment rentals.

1.04 Service Fees

- Ushers (required for all events in Temple Theater): Actual labor cost
- House Supervisor (required for all events in Temple Theater): Actual labor cost
- Custodial (required): Actual charges billed to the College.
- Stage, floor, other setup: Actual labor cost
- Lights, sound, technical: Actual labor costs
- Box office services provided by Angelina Arts Alliance of \$1.00 per ticket printed or 10% of the gross.
- Gate personnel: Actual labor cost
- Scorer's table: Actual labor cost
- Food service vendor prices for refreshments, banquets, dinners, etc. are negotiated directly with the vendor. All food service on campus must be provided by the College's food service vendor unless the vendor waives the right to provide services.
- Security/Campus Police : Actual labor cost

Note: Security is required for events with 50 attendees or more. A minimum of two security officers is required at all athletic events. Outside security services must be approved by AC Chief of Police or designee. AC police officers must be scheduled for a four-hour minimum.

STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES: CONDUCT ON COLLEGE DISTRICT PREMISES

In addition to criminal penalties as allowed by law, any student who refuses to identify himself or herself fully may be subject to discipline, including suspension.

WEAPONS PROHIBITED

The College District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined in FLB, on all College District property at all times.

EXCEPTIONS

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a College District-approved activity supervised by proper authorities.

TOBACCO USE

The College District is a tobacco-free institution committed to providing its students and employees a safe and healthy environment. The use of all tobacco products shall be prohibited on all property owned or operated by the College District. This shall include buildings, grounds, sidewalks, and streets. This policy shall also apply to vehicles owned or operated by the College District.

Smoking and Tobacco use are permitted only inside the confines of private vehicles.

E-Cigarettes are prohibited in classrooms, labs, and activity areas in which they would be a potential hazard or distraction.