



MSC II Regulations regarding Use of Facility

Priority

1. Meeting space in the MSC II Building is owned by the City of Conover and leased by Catawba Valley Community College (CVCC) for the Manufacturing Solutions Center (MSC). The building is governed by the MSC Phase II Condominium Association, Inc. The MSC is responsible for managing common meeting room space. Priority for using the building is reserved for these organizations.
2. To the extent that space is available, community groups and organizations can use MSC II meeting rooms. Priority scheduling is reserved for MSC, CVCC and City of Conover events/meetings.
3. CVCC, the City of Conover, and the MSC do not discriminate on the basis of viewpoint, race, sex, color, religious affiliation, age, or national origin.
4. Approval to use MSC II facilities is not an endorsement by CVCC, the MSC, or the City of Conover of the user's organization or group.
5. CVCC, the City of Conover, and the MSC reserve the right to deny usage to any group or organization if there is reason to believe that such use would interfere with or disrupt the normal operations of activities of CVCC, MSC, or the City of Conover.
6. No fundraising activity is allowed unless prior approval is provided by CVCC and the MSC.
7. For the purpose of this document, references to the Manufacturing Solutions Center (MSC) also refers to Catawba Valley Community College (CVCC), and references to CVCC also refers to the MSC.

Procedures for Reserving Facilities

1. Requests for usage must be submitted at least ten working days prior to the event.
2. Each group, organization, or individual desiring to use MSC II facilities must complete and submit a "Facilities Use Application" prior to use.
3. Any special requests for equipment, conditions, or assistance necessary in connection with facilities usage should be submitted with the "Facilities Use Application".
4. Facilities may be used only for the stated purpose on the "Facilities Use Application".
5. The MSC reserves the right to change the assigned room or cancel a reservation if an emergency or urgent need justifies such a change. Every effort will be made to suitably accommodate the affected group should such a situation arise.
6. A reservation agreement with a user may not be transferred or assigned to any other person or agency without the consent of the MSC.

Deposit/Payment

1. A deposit may be required for the approved event.

2. If a deposit is required, the deposit will be applied toward the total charges incurred by the user.
3. Payment is due upon receipt of the invoice mailed to the applicant from the CVCC Business Office.

Cancellations/Refunds

1. If an individual, group, or organization cancels a reservation, this must be done at least 72 hours prior to the requested facilities usage. Cancellation fees may be assessed if cancellations are received after the 72-hour deadline.

Prohibited Activities

1. Smoking is not permitted in MSC buildings.
2. The possession and/or consumption of controlled substances in MSC buildings or on City of Conover grounds are prohibited, including the MSC II. The possession and/or consumption of alcoholic beverages must receive special approval before the event.
3. Gambling is prohibited.
4. The possession of weapons is prohibited.
5. Food and drinks in certain areas, where safety issues are of concern, are prohibited.
6. Special events that require the serving of food and beverages in classrooms and other approved areas are allowable if prior arrangements have been made when completing the "Facilities Use Application". Trash must be disposed of by depositing in the nearest trash receptacle by those responsible for the event.
7. Any person using profanity, participating in physical violence or under the influence of alcoholic beverages or illegal drugs while in the MSC buildings shall be removed by the proper authority.
8. Any activity that violates federal or North Carolina laws is prohibited.
9. CVCC may amend or supplement the rules of use at any time.

Care of Facilities

1. In the event damage to property is incurred as a result of the use of the facility by any group, the using group shall be assessed an amount which shall cover the damage and related costs.
2. The user is prohibited from using tape, nails, tacks, or screws to attach items to floors, walls, ceilings, desks, or other property.
3. The user shall not paint, wallpaper, mark, or deface any property.
4. Furniture should not be removed from rooms without prior permission. If the existing arrangement of furniture in rooms is altered, the user shall return the room to the original arrangement.
5. The user shall leave the premises in a clean, neat, and orderly manner.

Supervision of Event

1. Each group or organization shall designate a person or persons to be held responsible for the supervision of the activity including the maintenance of order and the safety of the people present. The using group obligates itself to maintain order and decorum.

2. All youth groups, 21 years of age or under, must have an adequate number of approved chaperones. The individual who signs the "Facilities Use Application" assumes responsibility for conduct and damages.
3. CVCC and the MSC require a minimum of one employee to be on duty when a facility is used at times other than regular operation hours. However, the employee is not responsible for the supervision of the activity. Any group or organization using the facilities at times other than during normal operational hours shall pay, in addition to other application fees, a charge of \$50 per hour for administrative supervision of the facility.
4. CVCC and the MSC retain the right to determine the appropriate number of staff necessary to properly manage the activity/event. If additional staff are required to manage the activity, the user shall pay, in addition to other applicable fees, the costs for the additional staff up to \$50 per hour per staff member.

Security

1. CVCC, MSC, and the City of Conover will be responsible for determining the number, selection, supervision, and compensation of security officers for each activity/event. The Conover Police Department will also support specific events. Groups or individuals will not be allowed to employ or bring their own security personnel to the campuses unless approved by the Director of Campus Safety and Security. Exception: Each public or private school may bring its School Resource Officer (SRO) to school sponsored events. Neither CVCC or the MSC will compensate the SRO for the time he/she spends at the event.
2. The City of Conover Police Department will enforce all law enforcement policies and regulations. This includes but is not limited to using or selling drugs, including alcohol, possession of guns without an appropriate permit, stealing, and parking and traffic regulations. When an event sponsor or CVCC or MSC staff notifies an officer of alleged illegal activities, sponsoring groups/individuals must describe the alleged crime and identify the alleged person(s) or provide a detailed description of the alleged person(s).
3. Event sponsors will be responsible for defining, communicating, monitoring, and enforcing acceptable behavior of attendees. Sponsoring groups/individuals should contact security officers when attendees become defiant by refusing to adhere to acceptable behavior. Sponsoring groups/individuals must describe the alleged behavior and identify the alleged person(s) or provide a detailed description of the alleged person(s).
4. The MSC will work to provide additional handicapped spaces or special parking when requested a minimum of twenty-four (24) hours prior to the event.
5. The MSC will not be responsible for collecting tickets and/or money at events where tickets and/or money are required for admittance. Event sponsors will be responsible for collecting tickets and/or money. If individuals become defiant, security officers/police must be notified immediately by event sponsors, the alleged behavior described, and the alleged persons(s) identified or a detailed description provided of the alleged person(s).

Concessions

1. All concessions and sales at a MSC facility must be approved as part of the application for facilities usage.
2. The MSC reserves the right to prohibit and/or limit the consumption of food or drink in specific areas. The user group must have prior approval before providing food/drink for participants. Any damages as a result of drinking and eating will be charged to the user group.
3. No CVCC or MSC-owned kitchen equipment shall be used by the user group without prior approval.

Advertising

1. The user shall not advertise the activity/event as being held at the MSC until the contracts involving all parties have been executed or the appropriate officials have approved the activity.
2. Political candidates or political parties using the college facilities must state in any advertising that neither CVCC, the MSC, nor the City of Conover are sponsoring the event.

Rehearsals

1. The user should reserve the facilities for the purpose of setup/rehearsal at the same time that the facility is reserved for the event/activity.
2. Rehearsal and setup hours will count toward the total hours used for a program or event, unless agreed to in advance by the MSC.

Parking

1. Vehicles are to park only in marked parking spaces. Vehicles not correctly parked are subject to ticketing and towing. Visitors cannot park in the back of the MSC II building, as it is reserved for loading/unloading. The user is responsible for informing participants of parking regulations.

Insurance

1. A certificate of insurance must be provided in advance of the use of any CVCC property or MSC facility.
2. Insurance coverage must meet the minimum coverage as outlined in the sample certificate provided.
3. At the discretion of MSC, MSC retains the right to require additional insurance coverage, above and beyond that outlined in the provided sample.
4. MSC/CVCC may choose to waive any insurance requirement for small meetings.

Contractual Obligations

1. In renting or making available for use of any college property, neither the College President, the Board of Trustees, any college personnel, any MSC staff, nor City of Conover employees shall assume responsibility for loss or damage to any property placed on the premises by the user or participants, nor for personal injury, which may occur during the use of the facility.

2. Authorization shall be given for entrance to specific areas only and use of the specific facilities only, within a building.
3. Misuse of facilities or violations of the regulations for facility usage shall result in prohibition from any future use of facilities by that group, organization, or individual.

Other

1. Additional requirements for rental of facilities for various events may be necessary. These requirements shall be included as an attachment to the "Facilities Use Application".
2. The University of North Carolina General Administration in coordination with the North Carolina Community College System has developed a fee schedule for use of community college facilities for credit and non-credit courses. Please use the Public and Private Colleges & Universities Reservation Form.
3. All fees obtained for rental of facilities are used to support the mission of the MSC and CVCC.

Appeals

1. An organization, group, or individual wishing to appeal a decision of the administration regarding facility usage or damage assessment may do so in writing to the Office of Business Affairs.

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