

## CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE FACILITY RENTAL RATES

Classroom	30 or fewer seats	\$100/day
Classroom	31 to 100 seats	\$150/day
Classroom	100 plus seats	\$250/day
Auditorium	300 seats	\$500/event
Computer Lab		\$500/day
Conference Room	up to 15 seats	\$100/day
Faculty/Staff Dining	up to 75 seats	\$100/day
Gymnasium		\$250/event
Gymnasium(weekends/holidays)		\$350/event
Outdoor Tennis Courts	per court	\$ 50/event
Softball/Baseball Fields		Negotiable per event

- Day rate is based on more than 4 hours.
- Half-day rates are available for 4 hours or less.
- An event is considered to be one day.

## MEDIA SERVICES EQUIPMENT RENTAL/VIDEO/TELECONFERENCING RATES

<u>Equipment</u>	<u>Per Day</u>
Averkey	\$25.00
Downlink	\$50.00/hour
Microphone	\$25.00
Overhead projector	\$30.00
Portable Sound System (Amp/Speakers)	\$50.00
LCD Projector	\$75.00
Screen	\$20.00
Slide Projector	\$35.00
Technician Fee (audio, lighting, video, etc.)	\$15.00 to \$30.00/hour
TV/VCR	\$35.00
Videotapes (for copies)	\$25.00
Mobile Uplink Truck	Cost varies based on event

## MISCELLANEOUS RATES

6' Tables	\$3.00 each/day
Folding Chairs	\$ .50 each/day
6' X 8' portable staging	\$20.00/day
Gym Floor cover	\$50.00/event
(required for non athletic events on gym floor)	
Tents (on campus)	\$150/tent

**NOTES:**

- Equipment/facilities requested not on this list are subject to negotiation.
- Security requirements will be at the sole option of Chattanooga State.
- Equipment fees/rates apply to the main (Amnicola Highway) campus property. Other sites may incur additional delivery pick-up charges.

**CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE**  
4501 Amnicola Highway Chattanooga, Tennessee 37406-1097 (423) 697-4400

**APPLICATION FOR USE OF FACILITIES BY OUTSIDE ORGANIZATIONS**

Complete Part I, sign Part II, and read Part III. Submit application to Business and Community Development Center 14 days prior to event.

I. INSTITUTION APPROVAL IS CONTINGENT UPON THE APPLICANT'S SUCCESSFUL COMPLETION OF ALL FINANCIAL AND/OR INSURANCE OBLIGATIONS AS MAY BE REQUIRED BY THE COLLEGE.

Please type or print:

Name of Applicant/Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Detailed Description of Activity (indicate name and topic if a speaker): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Program Coordinator Assigned? Yes \_\_\_\_\_ No \_\_\_\_\_

Coordinator/Responsible Attendant Name \_\_\_\_\_ Phone \_\_\_\_\_

Area(s) Requested: (This must be completed for application to be considered)

Campus & Building (if known)	Area/Room Number (if known)	Day/Date(s)	Time (from/to)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of people expected: \_\_\_\_\_ Admission/registration fee?  Yes  No Amount: \_\_\_\_\_  
(Accommodation cannot be guaranteed for a larger number than anticipated. Fees will be adjusted for larger groups)

Funding Source (if applicable): \_\_\_\_\_

Check all appropriate classifications:

Nonprofit-making use  Profit-making use  Solicitation  Political  Religious  Other: \_\_\_\_\_

Affiliated with College \_\_\_\_\_  Non-affiliated  Governmental Agency

Literature Distribution:  Yes  No (If yes, attach a copy)

Check if activity is open to:  General Public  Students  Staff  Faculty  Other: \_\_\_\_\_

Please list any special needs below:

Food Service: \_\_\_\_\_

CSTCC's food services contract requires that all on-campus catering be provided by the college's food services vendor.  
Contact Greg Shook at (423) 697-4748 to discuss catering needs.

Room Setup: \_\_\_\_\_

Audio/Visual: \_\_\_\_\_

Safety/Security/Parking: \_\_\_\_\_

**II. APPLICANT CERTIFICATIONS / APPLICATION FOR REGISTRATION OF ON-CAMPUS ACTIVITY. (Please read carefully and sign. Application will not be considered if this section is not completed.)**

Applicant acknowledges by this application that the College has made a copy of the Chattanooga State's "Policies and Procedures for Facility and Property Use," available for review and understands that a copy of such policy will be provided upon request. Applicant understands that filing of this application shall constitute agreement by applicant to the following conditions:

- 1) The intended use of the college property and facilities by applicant does not violate, and actual use will not violate, the provisions of the Tennessee Board of Regents "Policy on Use of Campus Property and Facilities" or any policies or regulations of Chattanooga State, or any federal, state, or local law or regulation.
- 2) Any use of college property and facilities pursuant to this application that is contrary to such policies, laws, or regulations or that is inconsistent with the activity as described in this application constitutes grounds for the institution to remove the activity from college property.
- 3) Applicant agrees to indemnify the institution and hold it harmless from liabilities arising out of applicant's use of institution property and/or facilities, including but not limited to personal injury, property damage, court costs or attorney fees.

I acknowledge that I have read the Applicant Certifications, Part II, and I will abide by these requirements. My signature below attests to same:

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE**  
4501 Amnicola Highway Chattanooga, Tennessee 37406-1097 (423) 697-4400

**APPLICATION FOR USE OF FACILITIES BY OUTSIDE ORGANIZATIONS**

**III. THE FOLLOWING STATEMENTS ARE TAKEN FROM THE CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE POLICIES AND PROCEDURES MANUAL:**

"Affiliated groups, organizations and individuals are given priority in the use of property and facilities."

"Rental or lease agreements may be required for ...activities of non-affiliated groups."

"...non-affiliated groups, organizations or individuals desiring use of college property or facilities must submit a written application for registration of the proposed activity at least fourteen (14) days in advance (excluding weekends and holidays)..."

"No ... activity will be authorized or permitted on any property or in any building or facility, and an application for registration may be denied when:

The requested use would cause substantial disruption or interference with the normal activities of the College...

The applicant or sponsor of the activity has not fully provided accurate or complete information required on the application for registration.

Use of the property or facilities requested would be impossible due to set-up time and/or take-down time required for other previously scheduled activities at the requested location immediately before and/or after the requested use, or due to other extenuating circumstances.

The activity is of such nature or duration that it cannot reasonably be accommodated in the particular area for which application is made, provided that in such event, an alternative on-campus site, if available for the activity, will be proposed by the College.

Such use conflicts or would conflict with existing contractual obligations of the College.

The activity creates or would create a danger, or dangerous condition impacting on the health, safety, and welfare of others."

"Except as is otherwise permitted by this provision, solicitation for purely commercial purposes is prohibited on all property owned or used by the College..."

"College property and facilities may not be used by any non-affiliated group, organization or individual for the conduct of profit-making activities except when a rental or lease agreement is completed..."

"Any proposed distribution or sale of literature.....is subject to specified registration requirements and procedures."

"All persons on the campus will be subject to all rules and regulations of the College and TBR which are applicable to the conduct of students on campus, and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on the campus agree by such operation to be subject to College, and TBR rules, regulations, policies and procedures on traffic and parking."

Smoking will be allowed only in designated areas at each Chattanooga State location.

*Please mail or FAX the completed form to:*

Business and Community Development Center  
Chattanooga State Technical Community College  
4501 Amnicola Highway  
Chattanooga, Tennessee 37406-1097  
**Phone Number: (423) 697-3100**  
**FAX Number (423) 697-3325**

Reservations for use of facilities are confirmed when the non-affiliated group receives notification from Chattanooga State authorizing the request. Due to the high demand for rooms, Chattanooga State will not confirm, pencil-in, or otherwise reserve space for non-affiliated groups by phone or verbal agreement.

**IV. DO NOT WRITE IN THIS SPACE**

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

DATE \_\_\_\_\_

REVIEWING OFFICIAL \_\_\_\_\_

REASON FOR DISAPPROVAL \_\_\_\_\_

SPACE ASSIGNED \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

**CHARGES:**

Facility \_\_\_\_\_

Equipment \_\_\_\_\_

Security \_\_\_\_\_

Utilities \_\_\_\_\_

Custodial \_\_\_\_\_

Technician \_\_\_\_\_

Other \_\_\_\_\_

Total Charges \_\_\_\_\_

Chattanooga State Technical Community College is a Tennessee Board of Regents Institution and an Equal Opportunity/Affirmative Action college.