

Scheduling and Fee Schedule for Use of Facilities and Equipment

I. Purpose

The purpose of this policy is to ensure that instructional activities take the highest priority in scheduling and to provide the fee schedule for the use of Dyersburg State Community College (DSCC) facilities and equipment.

II. Scope

This policy applies to all affiliated and nonaffiliated groups using DSCC facilities and equipment. The facilities include the Dyersburg campus, the Jimmy Naifeh Center at Tipton County and the Henry County Center.

III. Policy

Each semester, the Vice President of Academic Affairs and Student Success, the Dean of the Jimmy Naifeh Center, and the Director of the Henry County Center assign classrooms for all academic classes at DSCC. Continuing Education Unit (CEU) classes are then scheduled. The remaining vacant rooms are available for use with priority given to student activities, then faculty/staff activities, and, finally, outside groups.

The following are the procedures for scheduling community service classes, student activities, faculty/staff activities, and outside group activities at Dyersburg State Community College:

1. **Community Service (CEU) Classes:** When the Division of Continuing Education schedules CEU classes that will meet on a regular or temporary basis or offers non-credit seminars, arrangements to secure rooms for these classes should be made through the Office of the Vice President of Academic Affairs and Student Success. These classes will then be coordinated with the master schedule of room usage housed in that office. The Division of Continuing Education will be responsible for notifying security and maintenance, if necessary, concerning the locations of CEU classes.
2. **Student Activities:** Any student group desiring the use of DSCC facilities must fill out the Student Activity Request Form and/or the Event Planning form provided by the Office of Student Services. The Coordinator of Student Life, upon receipt of this completed form, will notify the Office of the Vice President of Academic Affairs and Student Success of the request for student use of facilities and confirm the availability of the facilities before approval of the activity requested is recommended to the Dean of Student Services. Upon the approval of the student activity and/or the Event Planning form request by the Dean of Student Services, a copy of this approved Student Activity Request Form and/or the Event Planning form should be sent to the Office of the Vice President of Academic Affairs and Student Success.

3. **Faculty and Staff Activities:** Faculty and staff desiring to use the facilities must make request to the Office of the Vice President of Academic Affairs and Student Success; that office will schedule such activities on a space available basis. Faculty and staff will then be responsible for making any extra arrangements with maintenance, security, etc., for any special requirements needed in support of their activity.
4. **Nonaffiliated Groups:** Groups not an integral part of college sponsored activities but desiring use of DSCC facilities will secure a Facilities Agreement Form from the Office of the Vice President of Academic Affairs and Student Success, the Dean of the Jimmy Naifeh Center, or the Director of the Henry County Center. The Center Dean will forward the completed form to the Vice President of Academic Affairs and Student Success for approval of the activity. The Vice President of Academic Affairs and Student Success will sign the form to confirm the availability of the facility and/or approval of the activity and forward the form to the Director of Purchasing/Administrative Services for final approval. The form will then be forwarded to the Vice President for Finance and Administrative Services for the contract file. For detailed instructions see DSCC policy 08:01:01:00 – Use of Facilities/Equipment by Nonaffiliated Groups.

Fee Schedule:

Procedures for rental of facilities or equipment and a fee schedule have been developed to cover the cost of the facilities' usage including overhead, maintenance, and campus security expenses in accordance with TBR Policy 1:03:02:50 and DSCC Policy 08:01:01:00 (Access To and Use of Campus Property and Facilities).

All nonaffiliated groups requesting to use DSCC facilities or equipment should schedule the event at least two weeks, if possible, in advance if the nonaffiliated group is a vendor with DSCC. If not a current vendor then it is four weeks in advance, if possible. All request will go through the Office of the Vice President of Academic Affairs and Student Success, the Office of the Dean of the Jimmy Naifeh Center, or the Office of the Director of the Henry County Center. Upon approval, a Facilities Usage Agreement will be completed and submitted to the Director of Administrative Services/Purchasing for review and routing for signatures. This agreement is available in the Office of the Vice President of Academic Affairs and Student Success, the Office of the Dean of the Jimmy Naifeh Center, and the Office of the Director of the Henry County Center.

Primary responsibility for security at the College and Centers belongs to the Chief of Police, or his designee, who shall make the necessary arrangements for employing additional security and/or maintenance personnel required for opening and closing the buildings during off hours. The Dean of the Jimmy Naifeh Center and the Director of the Henry County Center will be responsible for notifying the Chief of Police regarding the additional security for an event.

Use of DSCC property and facilities by any group, organization, or individual for activities which are not related to the College's stated mission may be prohibited.

Facility Use Fee

Dyersburg Campus:

Building	Room	Cost
E.H. Lannom, Jr. Gymnasium	Gymnasium Floor-Tables/Chairs	\$1000
	Set-up portable stage	\$300
Anderson Hall	FCNB Auditorium	\$300
		\$200 additional if piano needed
Eller	City of Dyersburg Conference Room (President's Conference Room)	\$100
Student Center	Student Center Commons Area	\$200 (no moving of equipment including podium)
		\$300 (if tables and chairs are needed)
		\$100 (if need IT set up)
Learning Resource Center	LRC Sells Family Lobby	\$100 (no moving of equipment including podium)
		\$300 (if tables and chairs are needed)
		\$100 (if need IT set up)
Learning Resource Center	LRC Study Rooms	\$20 per room per day
Security Bank Community Learning Center	Terrace Room	\$100 (no moving of equipment including podium)
		\$200 (if tables and chairs are needed)
		\$100 (if need IT set up)
		Amount doubles if classroom next to Terrace Room is utilized.
Every Building	Every Classroom	\$100 if not moving equipment including podium
		\$100 (if need IT set up)

Additional Charges for Dyersburg Campus:

Additional Items	Cost
Use of Coffee Maker, Coffee, Condiments/cups and/or Bottled Water	1-50= \$50 51-200= \$100 201+ = \$200
Use of Grand Piano	\$800 for moving and tuning
Wi-fi usage charge	\$25
Technology Support	\$50 per hour
Nonrefundable Cancellation Fee	25% of contract amount

Jimmy Naifeh Center:

Building	Room	Cost First Day
Any Building	Computer-free classrooms, community room (C104), Student Center, Quiet Lounge, Lobbies, Conference Rooms	\$100 per day
Any Building	Classrooms with computers	\$150 per day
Learning Resource Center	Kitchenette in Community Room (C104)	\$150 per day
Baptist Memorial Academic Building	Auditorium	\$300 including podium, overhead \$200 (if need piano moved) \$200 (if piano is utilized)

Additional Charges for Jimmy Naifeh Center:

Additional Items	Cost
Use of Coffee Maker, Coffee, Condiments/cups and/or Bottled Water	1-50= \$50 51-200= \$100 201+ = \$200
Wi-fi usage charge	\$25
Nonrefundable Cancellation Fee	25% of contract amount
Technology Support	\$50 per hour

Athletic Facilities: The use of Athletic facilities are approved by a case-by-case basis.

Note: Special fees for sound equipment, audio-visual assistance, etc. are not included. Equipment use must be scheduled in advance with the Office of the Vice President of Academic Affairs and Student Success or Center Directors with the costs being noted on the facility agreement. Any other equipment necessary will be provided by the user. Additionally, an extra charge may be added when DSCC deems it necessary to have an employee present for an event. Computer Labs require the availability of a lab technician.

Additional Charges

Security services (after hours)	1 – 4 hours	\$40
Security services (after hours)	4+ hours	\$40 + \$10 per hour over 4 hours
Piano moving and tuning		\$800

DVD & monitor		\$50
Television		\$40
Front screen projection system		\$250
PA with speakers & microphone		\$150
PA with speakers, mixer board, and more than one microphone		\$500
Special lighting in the auditorium		\$20 per hour
Sound system in the auditorium		\$100

Video Taping Fees

Editing	\$50 per hour
Studio use (min. one hour)	\$125 per hour
Tape duplication	\$25 per tape

Fees for non-profit activities by nonaffiliated groups, organizations or individuals may be reduced or waived by the President, or designee, dependent upon the nature and extent of the proposed use. Performance bonds or other insurance guaranteeing performance of contract obligations may be required, particularly for-profit making activities. If a long-time standing donor has donated the equivalent of the charges and fees, the charges and fees will be waived.

IV. Compliance

All DSCC faculty members, staff, students and organizations as well as all nonaffiliated groups using DSCC facilities and equipment must adhere to this policy.

V. Definitions

Nonaffiliated group – Any group or organization which is:

- not officially registered
- not funded and/or sponsored by DSCC
- not approved by the President
- not organized or operated for the benefit of DSCC

VI. Revision History

Policy written July 2006. Policy revised October 2012; approved by Administrative Council on 12/14/2012. Policy revised October 2016; approved by Administrative Council on October 28, 2016. Policy revised and approved by Administrative Council on September 28, 2023.