

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 at E.W. Grove.

III. Policy

Each semester, the Vice President of Academic Affairs and Student Success, the Dean of the Jimmy Naifeh Center, and the Dean 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 recommending approval of the requested activity 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 a 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 additional arrangements with maintenance, security, etc., to meet any special requirements needed to support 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 Dean 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 facility's availability and/or the activity's approval, and forward it 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 the rental of facilities or equipment and a fee schedule have been developed to cover the costs of facility use, 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 in advance, if possible, if the nonaffiliated group is a vendor with DSCC. If not a current vendor, then it is four weeks in advance, if possible. All requests 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 Dean 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 Dean of the Henry County Center.

Primary responsibility for security at the College and Centers rests with the Chief of Police or his designee, who shall make the necessary arrangements to employ additional security and/or maintenance personnel required to open and close the buildings during off-hours. The Dean of the Jimmy Naifeh Center and the Dean of the Henry County Center will be responsible for notifying the Chief of Police of any additional security needed for an event.

Use of DSCC property and facilities by any group, organization, or individual for activities that 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	\$1,500.00
Andersen Hall	FCNB Auditorium	\$300.00 \$200.00 Additional if piano needed \$800.00
Eller	City of Dyersburg Conference Room (President's Conference Room)	\$100.00
Student Center	Student Center Commons Area	\$200.00 (No moving of equipment, including podium) \$300.00 (if tables and chairs are needed) \$100.00 (if need IT set up)
Learning Resource Center	LRC Sells Family Lobby	\$100.00 (No moving of equipment, including podium) \$300.00 (if tables and chairs are needed) \$100.00 (if need IT set up)
Learning Resource Center	LRC Study Rooms	\$20.00 per room per day
Security Bank Community Learning Center	Terrace Room	\$100.00 (No moving of equipment, including podium) \$200.00 (if tables and chairs are needed) \$100.00 (if need IT set up) The amount doubles if the classroom next to the Terrace Room is used.
Any Building	Computer-free classrooms, Conference Rooms	\$100.00 per day \$100.00 (if need IT set up)
Any Building	Classrooms with computers	\$150.00 per day \$100.00 (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 people = \$50.00 51-200 people = \$100.00 201+ people = \$200.00
Use of Grand Piano	\$800.00 for moving and tuning
Wi-fi usage charge	\$25.00
Technology Support	\$50.00 per hour
Nonrefundable Cancellation Fee (If not cancelled within 7 days of service)	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	\$100.00 per day
Any Building	Classrooms with computers	\$150.00 per day
Learning Resource Center	Kitchenette in Community Room (C104)	\$150.00 per day
Baptist Memorial Academic Building	Auditorium	\$300.00 including podium, overhead \$200.00 (if need piano moved) \$200.00 (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 people = \$50.00 51-200 people = \$100.00 201+ people = \$200.00
Wi-fi usage charge	\$25.00
Technology Support	\$50.00 per hour
Nonrefundable Cancellation Fee (If not canceled within 7 days of service)	25% of contract amount

Athletic Facilities: The use of Athletic facilities is approved on 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 Deans 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 a lab technician to be available.

Additional Charges

Service		Cost
Security Services (after hours)	1 – 4 hours	\$40.00
Security Services (after hours)	4+ hours	\$40 + \$10 per hour over 4 hrs.
Piano (moving & tuning)		\$800.00

Service	Cost
DVD & Monitor	\$50.00
Television	\$40.00
Front Screen Projection System	\$250.00
PA with Speakers & Microphone	\$150.00
PA with Speakers, Mixer Board, more than 1 Microphone	\$500.00
Special Lighting in the Auditorium	\$20 per hour
Sound System in the Auditorium	\$100.00

Video Taping Fees

Editing	\$50.00 per hour
Studio Use (1 hour minimum)	\$125.00 per hour
Tape Duplication	\$25.00 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 the performance of contract obligations may be required, particularly for profit-making activities. If a longtime donor has donated the equivalent of the charges and fees, those 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.

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V. Definitions

Nonaffiliated group – Any group or organization that 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 the Administrative Council on October 28, 2016. Policy revised and approved by the Administrative Council on September 28, 2023. Policy revised and approved by the Administrative Council on September 24, 2026