

Title: #VII-11C. Use and Rental of Institutional Facilities

Date: May 19, 2008 (Replaces version dated June 19, 2006)

Procedures outlined below are provided in accordance with WVU Board of Governors [Policy #16](#).

Use of Institutional Facilities. The facilities of West Virginia University at Parkersburg are intended for use in the conduct of its educational programs. As such, the first priority for the use of such facilities will be to support the academic, administrative and student functions of the college.

In its aspect of service to the public and to the community, WVU at Parkersburg will also permit the use of its facilities by outside organizations as space is available and according to the regulations listed below and in [Policy #16](#).

Requests for use of Parkersburg campus facilities by outside agencies and organizations are directed to the Dean of Corporate and Community Education. Requests for use of Jackson County Center facilities by outside agencies and organizations are directed initially to the Director of the Jackson County Center. The Dean or Director will certify that the requested activity is in keeping with policy and that appropriate space is available. The Dean of Corporate and Community Education will generate contractual agreements to reflect the projected use of facilities at either campus. Space rental is not confirmed until the contractual obligations are met.

Rental of Facilities to Outside Agencies and Organizations. In accordance with the policies of the West Virginia University Board of Governors, West Virginia University at Parkersburg may make its facilities available to the benefit of the community for any educational, training, cultural or civic purpose which does not conflict with the ongoing programs of the college. Rental of college facilities is governed by the laws of the State of West Virginia, policies of the WVU Board of Governors, and guidelines established by WVU at Parkersburg. The use of facilities under these policies is not precluded on the basis of the sponsor's political philosophy, race, religion or creed, as long as the activities to be conducted are legal.

Priorities for the use of college facilities are listed below:

1. WVU at Parkersburg classes
2. Programs offered by WVU at Parkersburg Corporate and Community Education
3. Other WVU at Parkersburg institutional, administrative, or student activities
4. Classes offered at WVU Parkersburg by cooperating State institutions

5. Institutional or administrative activities of these cooperating institutions
6. *Non-instructional/non-administrative functions involving WVU Parkersburg personnel and associated agencies (approved by the President) (Fee may be waived.)
7. *Rentals of community service (fee may be waived)
8. *Other rentals

*Defined as outside agencies or organizations

Typically most facilities are unavailable for rental use on weekdays during the college's regular academic semesters. Long-term or repetitive rentals during this time are very unlikely.

Regulations:

1. Requests for facilities by outside agencies or organizations are initiated by completing the Facilities Utilization form, Insurance Affidavit, and Rental Contract. These forms are available upon request. These contracts must be prepared by the responsible fiscal officer of the organization making the request.
2. All rentals require that college supervisory personnel be present throughout the rental period. The cost of this supervision is in addition to the basic rental fees.
3. All rental fees are to be paid in advance or supported by the organization's purchase order to be billed within 30 days.
4. Rental contracts bind renter to legal responsibility for damages. Under no circumstances will a rental be permitted which might be expected to cause damage to any portion of the facility. Potentially damaging activities may require the issuance of a security bond.
5. Renter must provide a certificate of insurance demonstrating coverage for liability and property damage in accordance with [Policy #16](#).
6. The concurrent sale of merchandise during the renter's use is subject to prior approval and may require provision of commission payments to the college.
7. Rental contracts bind renter to accept responsibility for adherence to applicable state legal and fire codes as well as regulations imposed by the college. Specific attention must be placed on NFPA Section 101, Chapters 9 and 31, regarding flammable decoration and scenery. No pyrotechnic devices are permitted. All temporary electrical installations must be according to applicable codes.
8. Under no circumstances is the rated seating capacity of any facility to be exceeded.
9. Renter is expected to adhere to college parking regulations.

10. All renters must use the college food service for catering.
11. The rental agreement may not be subordinated to a third party.
12. The basic rental fee does not include costs for special set-ups, staging, lighting, seating, audio/visual equipment, athletic equipment, automatic timing devices. These requests are added separately, in advance, to the rental contract.
13. College personnel assigned for supervisory purposes are not to function in any support role to the rental activity.
14. Alcoholic beverages are not permitted on college property, except as approved by WVUP administration.
15. Renter is expected to remove all decoration or other materials from college facilities by the end of the rental period.
16. Confirmation of rented facility availability is by signed contract only. Prior acknowledgement that space is available does not commit space to renter without signed contract. In extenuating circumstances, the college reserves the right to 'bump' the renter to a different space with similar capabilities.
17. Charges for custodial services for cleanup are at the discretion of the college and will be applied in advance, if deemed necessary, or added following the rental as conditions dictate.

Space and Rental Information

Room	Seating Capacity	Width x Length	Square Feet	8 hour fee
Multipurpose Room	550 w/full stage 800 without stage	64 x 100	6400	\$400.00
Auditorium (Little Theatre)	153 fixed seating	40 x 48	1920	225.00
Computer Lab	24 stations	26 x 36	936	250.00 plus \$15/hr for lab technician
Parking lot/Outdoor Assembly	Daily/per lot			100.00
Children's Room		33 x 34	1123	75.00
Standard Classroom	30	25 x 25	625	75.00
Student Lounge		68 x 69	4716	175.00
Room 1407	15	14 x 20	280	50.00
The rental fee is the basic rate charged to cover the cost of utilities and wear and tear. Additional charges beyond the rental fee will be added for supervision, special services,				

custodial services and equipment rental. The basic rental fee reflects an 8-hour rental period. Utilization beyond the initial 8 hours will be prorated as a portion of the initial cost.				
Other Charges:				
Table				5.00/table
Chair	\$100 minimum charge for tables/chairs setup			1.00/chair
Large Stage				150.00
Small Stage				50.00
Hang Stage Curtains				90.00
Hang Stage Lighting				150.00
Lighting Operator				\$20/hour
Supervision	Per person charge depending on event and how many supervisors needed			\$20/hour
Custodial Service				\$25/hour
Security Fee				\$25/hour
Police Officer				\$30/hour
Auditorium	Could include tables, chairs and small podium			20.00
Large Screen TV w/VCR				75.00
19" TV w/VCR				50.00
Overhead Projector				50.00
LCD Projector				150.00
Flipchart w/ markers & easel				20.00
Laptop Computer				50.00
Copies				.10/copy
Outgoing Faxes				1.00/page
Incoming Faxes				1.00/page
Sound (Microphone)				75.00
CD Player				75.00
Satellite Teleconference				Priced upon request
Corporate & Community Education				
Room 100A	25	30 x 25	750	75.00
Room 100B	40	30 x 23	1020	75.00
Room 100C Computer Lab	15 stations	23 x 23	529	250.00 plus \$15/hour for lab technician
Room 105 Conference Room	7 chairs at table	18 x 13.5	243	75.00
Rooms A & B combined	75	30 x 54	1620	125.00

Caperton Center	For WVUP use only (Not for Rent)			
C102 Auditorium	87 fixed seating – Can accommodate 125 with seats set up in back of room			
C105 Meeting Room	25 – Tables set up in a rectangle			
C101A Small Conference Room	6 chairs at table			
C127 College Computer Lab	24 stations. Direct mount overhead			
C201 Classroom	24 seats – 2/table			
C203 College Classroom	Approx. 18. Set in rectangle. Direct projector mounted overhead.			
C225 High School/ College Classroom	34 seats – 2/table Direct mount projector			
C231 College Classroom	24 desks			
Jackson County Center				
Room 107	40	38 x 20	760	75.00
Room 109	29	26 x 18	468	75.00
Room 113	18	26 x 18	468	75.00
Room 115	40	38 x 20	760	75.00
Room 204	50	26 x 28	728	75.00
Room 206	60	40 x 26	1040	75.00
Room 207	40	38 x 20	760	75.00
Room 209	50	38 x 20	760	75.00
Room 301 Computer Lab	24 stations	26 x 24	624	250.00 plus \$15/hour for lab technician
Room 303 Computer Lab	24 stations	26 x 24	624	250.00 plus \$15/hour for lab technician
Lobby	125 Accommodates various seating arrangements		2618	200.00