

BLINN COLLEGE
REQUEST FOR USE OF COLLEGE FACILITY
E-105 (Banquet Room)

Please complete (type or print) and return this form to Bennie Graves, Director Student Activities
Blinn College, P.O. Box 6030, Bryan TX. 77805-6030 Fax: (979) 209-7487
Office: (979) (209-7400)

Date: _____

Name and address of Organization/Group: _____

Contact Person(s): _____

Telephone No: (____) _____ Fax No: (____) _____

Brief Description of Activity/Event: _____

Date(s) of Event: _____

Time/From: _____

Facilities/Rooms/Space Requested: _____

Will there be any commercial Advertising? ___ Yes ___ No, if yes please explain:

Set-up time: _____

(Check if Floor Plan(s) are attached): _____ Yes _____ No

If NO (Please) contact Student Center for the form(s)

Please Check Needs:

<input type="checkbox"/> PA	<input type="checkbox"/> Slide Projector/Screen
<input type="checkbox"/> Lecture/Podium	<input type="checkbox"/> Overhead Projector/Screen
<input type="checkbox"/> Registration Table	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Other (Please explain):	<input type="checkbox"/> TV/VCR
<input type="checkbox"/> Coffee	<input type="checkbox"/> Marking Board/Bulletin Board

If applicable, a schedule for building use fees is attached. Organizations using the Blinn College Facilities will be invoiced for all expenses following the event. Groups should safeguard and care for the facilities and assume responsibility for payment of any damages resulting from their use of the building.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Request: _____ Approved/ _____ Denied Date: _____
Signature of College Official: _____ Date: _____

Fee, (if applicable): _____

Special Conditions: _____

Restrictions (if applicable): _____

Approved by Building Supervisor: _____ Date: _____

Copies Sent To:

Date (Copy or E-mail)

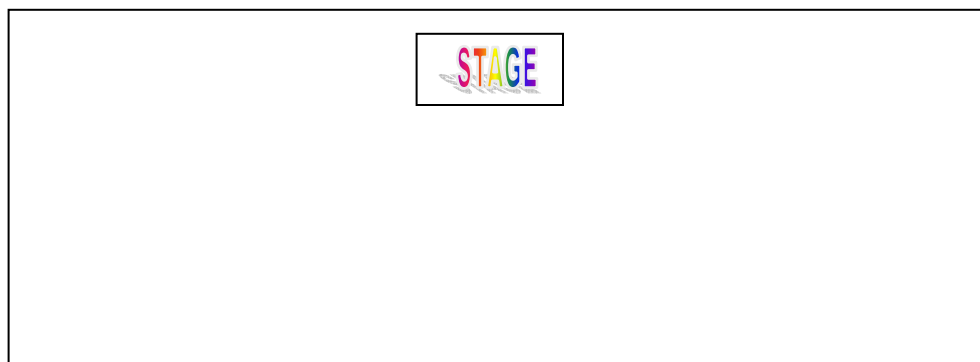
_____ Director of Facilities	_____
_____ Heating and Air Conditioning Director	_____
_____ Food Services Director	_____
_____ Security	_____

The Blinn College Banquet room is a multi-purpose room, used for banquets, luncheons, receptions, Blinn College registration, conventions, and other functions. The room is (52' x 85').

Equipment:

375 Chairs _____	25 Round Blue Table Cloths _____
25 Round Banquet Tables _____	25 Round White Table Cloths _____
30 Rectangle Banquet Tables _____	22 Rectangle White Table Cloths _____
Skirting _____	

Arrangements for specific and /or special setups in the banquet room must be made with the reservations coordinator at least four days prior to the event. **Please Indicate Setup.**



Additional Information:

- Organizations using Blinn College facilities shall follow all Blinn policies, safeguard and care for the facilities and assume responsibility for payment of any damages resulting from their use of the facilities.
- A Blinn College employee will be on duty for each event and will open and close the building.
- Smoking or use of tobacco products is prohibited in all campus buildings.
- Special arrangements will be required, for events at hours other than normal operating hours.
- People with disabilities who are attending these programs are invited to contact this office in advance to ensure that reasonable accommodations are provided.
- Any questions or requests for more information can be obtained from the Director of Student Activities, Bennie Graves (979) 209-7400.

BLINN COLLEGE FACILITY RENTAL CHARGES

<u>FACILITY</u>	<u>STANDARD FEE FIRST 4 HOURS</u>	<u>HOURLY CHARGE AFTER First 4 Hours</u>
Classroom Space	\$ 25.00	\$ 5.00
Student Center		
Banquet Room	\$ 175.00	\$30.00
Meeting Room	\$ 35.00	\$ 5.00

Other Facilities:

Charges for the use of other facilities subject to determination based on recovery of college costs for the particular time and intended use of the facility.

***In some cases, it may not be practical because of personnel, security, or mechanical reasons, to open a facility during non-use periods. A surcharge may be assessed for the use of a facility during this period, if the event requires special preparations.**

BLINN COLLEGE POLICY
For

Student and Community Use of District Facilities and Equipment

PHILOSOPHY

The grounds and facilities of the District shall be used for the educational goals and purposes of the college as established by the Board. Such uses shall have priority over any other uses of District facilities. The grounds and facilities of the District shall be made available to the college's students and their respective registered organizations and to the citizens of the district and college's service area when such use does not conflict with normally scheduled activities or any of the policies and procedures of the District.

USER CLASSIFICATIONS AND RULES

The level and priority of use of district facilities shall be determined in part by the type of users or use. Such users and their purposes shall be classified and the availability and cost of facilities shall be determined as follows:

- 1) **College Groups:** Groups that are duly recognized organizations of Blinn college and are composed of students, faculty, and/or staff. There shall be no charge for such users acting in their official capacities and they shall be allowed to make long-term and standing reservations for facilities as approved by the administration.
- 2) **Governmental Agencies:** Legally constituted agencies or political subdivisions of the state of Texas or the Federal government including public schools and colleges and their duly recognized organizations. There shall be no charge for such users unless the college incurs direct and additional costs for such items as utilities, security, custodial, or other services. Such additional costs shall be determined by the administration and paid by the user.
- 3) **Civic/Cultural Organizations:** Groups that are organized for general civic improvement, welfare or character building, including political organizations. Such groups shall be required to pay any direct additional costs incurred by the college such as utilities, security, custodial or other services as determined by the administration. Such groups shall not be allowed to make standing reservations for a particular facility.
- 4) **Semi-Commercial Users:** Groups (excluding Blinn College groups and governmental agencies) Whose purpose has some civic, educational or cultural purpose but which charges admission fees or solicits contributions at the event being held in District facilities and religious organizations. Such groups shall be required to pay a minimum standard rental fee for the facility used and shall also pay any direct additional costs incurred by the college such as utilities, security, custodial or other services as determined by the administration. Such groups shall not be allowed to make standing reservations for a particular facility.
- 5) **Commercial Users:** Groups, companies, individuals, corporations, and others which are charging an admission fee or selling services or goods and whose primary purpose is to make a profit for the sponsor and/or performers and whose activities serves no purpose related to the purposes of the District. Such groups shall not have access to the District's facilities.
- 6) **Others:** Any group or individual whose membership and/or purposes that does not fall within any of the above definitions shall be considered on its merits by the Board or the President of the college.

SECURITY AND SUPERVISION

No District facility may be used by any group unless an approved District employee is on duty at that facility throughout its use. If it is necessary for the District to provide the supervisory services of such an employee, the users must pay for this cost (this does not apply to approved activities of recognized student organizations). The District employee must remain on duty until all users have left and the facility has been secured.