

Facility Rental Policies and Regulations

Lewis and Clark Community College, also known as the "College" offers the use of its facilities to individuals, businesses and non-profit organizations. Facility rentals are part of Lewis and Clark's service to the community, and the college strives to provide space for functions that will help enhance the quality of life within the Lewis and Clark Community College District.

Rental Agreements

- Rental arrangements may be made through the Campus Events Department at 618-468-3270, and are subject to approval by the Vice President of Administration. The College's Board of Trustees establishes facility rental fees.
- Reservations may be made up to two years in advance (subject to academic class schedules).
- A contract will be issued by the College confirming the reservation, rental fee, insurance requirements, and deposit.
- The agreement becomes binding after the renter returns the signed contract and deposit to Lewis and Clark.
- The College will not rent facilities to groups or businesses that offer educational services in competition with the College.
- A rental agreement may not be granted to an organization with an outstanding balance for a previous event.

Payment of Fees

- A deposit of 50% of the room rental plus the catering minimum amount must be submitted within 30 days of the date the contract is issued by Lewis and Clark. The remaining balance is required 7 days before the event.
- Tax exempt organizations must submit a tax-exempt letter at the time of reservation.
- Payment for Non-Prepaid Charges is due 7 days prior to the event date.
- Failure to pay the balance in full 7 days prior to the event date will invalidate the contract, which will result in the College having the right to refuse event service without providing a refund.
- Failure to pay a past due balance within 90 days may result in the College initiating a collection process. The College participates in the Illinois Debt Recovery Program and the college may turn any unpaid balance into the program for collection.

Cancellation / Refunds

- If a renter cancels an event within 90 days of the scheduled date, a refund will not be provided unless an alternate renter is available.
- If a refund is issued a 10% processing fee will be deducted.
- For events that have been publically promoted and cancelled, it is the responsibility of the renting organization to notify guests or ticket holders of the cancellation. If the cancellation is made within 30 days of the scheduled event a representative from the organization must be present at the reserved venue at the original start time of the event to inform guests of the cancellation.

Inclement Weather

- In each case of inclement weather (i.e. snow), the administration of Lewis and Clark Community College evaluates conditions of every campus to ensure safety for those expecting to be present at those locations during and after the inclement weather, including clients, guests, vendors and staff of the college. At times, the Lewis and Clark administration deems the safest option is to close the campus.
- If a client chooses to hold an event during inclement weather with a closed campus status as opposed to canceling the event, the additional labor costs incurred to provide safe conditions at the specific reserved location (i.e. snow removal) will be passed along to the client at prevailing rates.
- In cases of extreme weather conditions where safety cannot be maintained, Lewis and Clark administration reserves the right to cancel all events and activities on campus.
- If the college makes the decision to cancel an event due to weather, the renter will be provided an alternative date at a mutually agreed upon date and time, should they wish to reschedule.
- If the renter does not want to reschedule the event, the renter will be refunded the room rental cost, only in the case when the administration closes campus and cancels all events.

Catering Services

- All food and beverage is provided exclusively by Lewis and Clark. Arrangements for catering must be coordinated through the College's Dining Service Department at 618-468-3050. No food or beverage can be brought in from outside sources.
- If dinner is delayed due to late arrival of the renter there will be an additional \$100 charge for every 20 minutes.
- The final guest count is due 7 days prior to the event. Late add-ons will be charged at 50% above menu price & are subject to availability.
- Bakeries providing any pre-approved desserts must have a current county health department 'Food service sanitation permit'
- All leftover food will be retained by the college.
- A labor charge will be applied to events that occur in locations without a kitchen, after normal Dining Services business hours (7AM to 2PM Monday through Friday), or where sales do not meet minimum catering amounts charged.
- Dinner will be available for 30 minutes after all guests are served.
- Menu prices and/or food availability could be subject to change without notice due to unforeseen situations. This is a very rare occurrence and the renter will be contacted if such an issue should arise.
- Bars operate as cash only services. Cash payments must be made at the time the alcohol is purchased.

Insurance

- A certificate of insurance is required from all renters. The required renters' insurance fee of \$100.00 will be waived if the renter provides their own Certificate of Insurance. A Certificate of Insurance with \$1,000,000 minimum coverage that lists Lewis and Clark Community College as "additional insured" to cover the event date is to be provided within one month of the event.
- A certificate of insurance must be obtained 15 days prior to the event otherwise a fee of \$100 will be added to the final invoice.

Damages

- Any type of damages to the College's facilities should be reported immediately to the Security Department at 618-468-2300. The renter will be invoiced for any damages to the facilities.

Alterations of Premises

- Each renter shall accept the premises in the condition they find them, and shall return the premises in the same condition at the conclusion of their rental period. No alterations or changes shall be made to the premises without the prior consent of the Vice President of Administration.
- Renters should bring all items needed to decorate. The College will not provide ladders, extension cords, tools, etc. All items belonging to renters or other vendors must be removed from the College's facilities by midnight on the day of the event, unless prior arrangements are made.
- The College is not responsible for any lost, stolen, or broken items. Please specify if any of the facilities being rented need to be secured at any time during your event. The facilities can be locked and, for an additional fee, a security officer can be present in the room or area (for outdoor events).
- Any items found from an event will be taken to the security office on the North end of campus.

Decorations and Signs

- Decorations, signs, banners, and streamers shall not be attached, taped, nailed, pinned or otherwise fastened to any ceiling, drapery, painted surface or wall of the College's venues. The location and installation of special decorations must be pre-approved by the College. No helium-filled balloons, smoke, fog or bubble machines are allowed in any building because they may activate the alarm/sprinkler system in the ceiling.

- Candles can be used on the guest tables, but must be in a container so there is no open flame.
- No glitter can be used in the venues.
- The balcony areas in the Commons are off limits to all renters.
- Fireworks or related items are not allowed on the Lewis and Clark campus without prior approval.
- During the month of December venues may contain holiday decorations.

Services Provided at Renter's Expense

- Any labor costs involved in changing the original set up shall be charged to the renter at prevailing rates.
- For Ann Whitney Olin Theatre rentals, one College technician and a basic sound and lighting system will be provided. There will be an added charge to the renter for any additional staff, sound or lighting equipment if needed.

Advertising and Promotion

- All advertising and promotion are the responsibility of the renter. Use of the College logo in advertisements is prohibited without the prior consent of the Vice President of Administration.
- Renters must not advertise any event until a contract with the college has been fully executed.

Custodial Services

- The College shall clean the premises before and after every event. Any cost incurred by the college for excessive custodial services will be charged to the renter at prevailing rates.

Security

- Security officers are required at all events on the College campus. The number of security officers will be based on the estimated attendance of an event. Additional security service can be reserved by the renter at the prevailing rate.
- The College shall have the right to remove individuals from campus.
- If security service is needed during any event, the renter may contact any security guard or dial "0" on any campus phone or call 618-468-2300.

Smoking

- The College is a smoke free campus.
- In addition to tobacco products, this also prohibits the use of e-cigarettes and any other smoking or vaping device.
- Anyone at the event found smoking on campus will be given a warning.
- Excessive violations of the no smoking policy by the renter or guests at the event could result in a fine assessed to the renter. The fines start at \$250 and increase based on the number of violations that occur during the event.

Alcohol

- Per the State of Illinois law, any guests wishing to be served alcoholic beverages must have a valid proof of identification.
- Per the Illinois Liquor Control Trade Practice Policies, all alcoholic beverage purchase must be made through the college and cannot be donated and served by the college.
- Individuals are prohibited from bringing alcohol onto College-owned property. Products that violate this rule will be confiscated by college security.
- Violations of the alcohol policy by guests at the event could result in a fine assessed to the renter. Anyone at the event violating the alcohol policy will first be given a warning. The fines start at \$250 and increase based on the number of violations that occur. Excessive alcohol violations at an event may be brought to the renter's attention and fines will be assessed.

Electronic and Multimedia Equipment and Service

- The College has available various pieces of electronic and multimedia equipment. College personnel will set up all Lewis and Clark equipment. Rental equipment from outside vendors is not the responsibility of

the College.

- Please contact our Audio Visual Coordinator at 618-468-3271 with any audio visual needs at least one week prior to the event.

Copyright Fees

- Any and all ASCAP, BMI, SESAC or other copyright fees applicable to an event will be the full responsibility of the renter. Payment of the fees will be made by the renter directly to the applicable copyright agency.

Parking

- Parking may be limited. All arrangements for reserved parking must be made in advance by calling the event services office at 618-468-3270.
- Overnight parking is prohibited without prior consent of the College security department.