



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

FACILITY RESERVATIONS  
FE-201

Department Responsibility: Administrative Services

Approved Date: September 15, 2020

Related Policies & Laws:

  
CHAIRMAN SIGNATURE

  
PRESIDENT SIGNATURE

The primary use of any Technical College of the Lowcountry facility shall be for educational purposes related to the College’s missions. Use of facilities by non-affiliated individuals and groups is permitted on a space-availability basis. On-going and long-term facility reservations may only be accepted and approved for emergency situations that do not interrupt normal college functions.

The College shall reserve the right to refuse and/or cancel a reservation at any time when internal needs require use of a facility, or it is determined that use by the external individual or group is not in the best interest of the College. The Vice President for Administrative Services shall be the judge of excessive abuse and carelessness regarding college property.

Any form of illegal activity, private teaching involving personal payments, political or religious meetings and protests, or teaches directly or indirectly the overthrow of the federal government or government of the State of South Carolina is strictly prohibited.

**Facility Fees**

The facility reservation fees are to be set to recover college direct and indirect costs for janitorial service, utilities and overhead. The Security fee will be charged for any reservation occurring during non-operating business hours (*Security must be on duty for all scheduled events*). The Technology Support Fee will be charged for any reservation that requires tech support and equipment.

<b>25 OCCUPANTS OR LESS</b>	\$40 per clock hour per room for any one series of meetings with a minimum charge of \$80. Daily rate is \$240.
<b>26-75 OCCUPANTS</b>	\$50 per clock hour per room for any one series of meetings with a minimum charge of \$100. Daily rate is \$300.
<b>BUILDING 12: AUDITORIUM OR STUDENT CENTER</b>	\$75 per clock hour for any one series of meetings with a minimum charge of \$150. Daily rate is \$450.



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<b>BUILDING 4 TIERED CLASSROOM: 103</b>	\$75 per clock hour for any one series of meetings with a minimum charge of \$150. Daily rate is \$450.
<b>NEW RIVER TIERED CLASSROOM: 106</b>	\$75 per clock hour for any one series of meetings with a minimum charge of \$150. Daily rate is \$450.
<b>SECURITY FEE</b>	\$40 per hour for a minimum of two hours.
<b>DISTANCE LEARNING TECH FEE</b> (if applicable)	Required for use of any equipment at TCL such as PowerPoint or microphones. \$50 per hour for a minimum of two hours.

**PROCEDURES:**