



GUIDELINES FOR USE OF FSCC FACILITIES

1. Reservations need to be made at least two weeks in advance for necessary approval and can be made by calling 620-223-2700 ext. 461.
2. Persons making reservations will be held responsible for any damage to facilities or equipment. When decorating, the use of nails, etc. is NOT allowed on the walls.
3. All groups/organizations may use the College for educational, cultural, charitable, and non-profit purposes, as scheduling permits. Meeting rooms are expected to be in the same condition as found. Please put all trash in trash receptacle by the door. (Extra bags can be left)
4. College functions and student groups/organizations will be given priority in scheduling of College facilities. Student groups/organizations will be responsible for observing the (2) weeks advance notice of event to be scheduled and submit proper paperwork for approval; no fees will be assessed for use of facility by FSCC groups/organizations. All reservations are subject to availability.
5. The Maintenance Department is to be notified immediately of any change in a scheduled event. A custodian will be on call during all community and college group meetings to give assistance as needed.
6. Great Western Dining will be used for any on-site food preparation by all groups and organizations holding an event on FSCC's campus. Outside food is not allowed unless approved in advance by the Business Office. The reserving party is responsible for contacting Great Western Dining at 620.223.2700 ext. 520 or foodservice@fortscott.edu.
7. Children brought to the campus must remain supervised.
8. Payment must be made to FSCC and received by the Maintenance Department prior to event.
9. FSCC reserves the right to cancel any and all activities previously scheduled.

FEES TO OUTSIDE ORGANIZATIONS:

Fees for non-FSCC organizations activities/events scheduled outside normal operating hours:

A \$25 custodial fee will be charged when custodian is required to work on an overtime basis.

Greyhound (35-40 occupancy) and **Heritage Rooms**(40-50 occupancy)

Classrooms, as available:

Non-Profit Organizations – no charge.

For Profit and/or if admission charged - \$25

Fees may be waived for use of facilities during normal operating hours of FSCC.



REQUEST FOR USE OF FACILITIES
Fort Scott Community College
 2108 South Horton – Fort Scott, KS 66701
 620.223.2700 - www.fortscott.edu

PLEASE PRINT FROM WEBSITE, COMPLETE AND RETURN TO MAINTENANCE DEPARTMENT

Date Submitted: _____ Room Requested: _____

Name of Group/Event: _____ Date of Event: _____

Responsible Party: _____ Phone No: _____

Address: _____ Email: _____

Proposed Use/Description of Event: _____

Set Up Time: _____ Start Up Time: _____ Ending Time: _____

SET-UP REQUIREMENTS: (Include items such as number of participants, arrangement of chairs and/or tables).

 All organizations must have a designated supervisor responsible for equipment and facility. The use of tobacco products are prohibited in FSCC buildings. Alcohol and firearms are not allowed on FSCC campus, facilities or property. Apparatus or equipment must be approved prior to use. All equipment, materials and supplies brought in must be removed immediately and facility to be returned to its original state (includes clean up, arrangement of furniture, etc). Payment must be made to FSCC and received by the Maintenance Department prior to event.

I have read and fully understand the guidelines for the use of FSCC facilities. I also understand that I am responsible for any damages to the building/equipment/grounds incurred by my organization. I agree to hold Fort Scott Community College safe and harmless from all claims.

 Date

 Signature of Responsible Party

FOR FSCC USE ONLY

FACILITY RENTAL FEE: _____

FACILITY DEPOSIT: _____

Payment: Check Cash Credit Card (Mastercard/Visa) _____

Exp. Date: _____

APPROVED NOT APPROVED

 Maintenance Department

