1. **REQUESTS AND AGREEMENTS**: Requests for utilization should be submitted to Southeastern Technical College at least **30 days** prior to the event. Requests are approved on the basis of availability. Once the request is submitted and approved, the user will be contacted if additional information is needed. A **contract** will then be sent to the user. The **total fee** including any rental charges and technical support fees must be paid **two weeks** prior to use along with a refundable deposit of **$100** for the Tattnall Auditorium (236) and a **$200** deposit for the Toombs Auditorium (776). However, this fee is a projected fee based on the user’s stated needs at the time of the contract negotiations; the actual fee is based on the expense incurred. If the actual fee is less than the projected fee then the difference will be refunded. If the projected fee is more an invoice will be mailed. The signed contract, the fee, and deposit are due **two weeks** prior to the event.

2. **HOLD HARMLESS AGREEMENT**: Please sign the attached Hold Harmless Agreement and return the form with your Request for Utilization Form. Enclose a certificate of liability insurance naming STC as an additional insured for the event.

3. **SMOKING**: Smoking is not permitted within the building. The outside patio behind the Student Center is the designated smoking area.

4. **FOOD, DRINK, AND MEAL FUNCTIONS**: Food and drink are not permitted within the building except in the Student Center. **No food or drinks are allowed in the auditorium.** The Student Center may also be used for small meal functions with up to 60 participants, provided the center is not being used by students. Students will receive priority in the use of the Student Center. Meals in the Student Center must be catered. Cookouts may be held on the back lawn of the college. Folding tables and chairs must be provided by the user.

5. **USE OF FOLDING TABLES AND CHAIRS**: Folding tables and chairs may be used only in the lobby, the stages and outside. A very limited number of folding tables may be available from STC. You are **REQUIRED** to return tables and chairs to the workroom behind the Tattnall auditorium, or a fee will be administered.

6. **USE OF THE FRONT SIDEWALK**: The sidewalk to the front entrance of the lobby should not be used as a meeting place for large groups. This sidewalk can accommodate limited traffic. Congested traffic may result in damage to plants and flowers growing in the area. **The sidewalks are off limits to vehicular traffic and parking.**

7. **ACCESS TO INSTRUCTIONAL AREA**: Unless specified in the utilization agreement, user is not authorized to enter the administrative or instructional wings of the building.

8. **SEATING CAPACITY OF THE AUDITORIUMS**: The seating capacity of Toombs Auditorium is 776 persons. The seating capacity of the Tattnall Auditorium is 236 persons. It is not lawful to permit occupancy in an auditorium that exceeds seating capacity.

9. **UTILIZATION OF THE LAKE**: The lake is intended to enhance the aesthetic value of STC’s campus. Swimming, Boating, etc, is not permitted in the lake.

10. **PARKING, LOADING, OR UNLOADING**: Paved parking lots are provided by STC. It is permitted for vehicles to drive onto the back lawn in order to load or unload. Clearance should be obtained from the college staff prior to such activity. Unloading docks are available for auditorium utilization.

11. **ADVERTISING**: Users shall not advertise any performance or the appearance of any performer or meeting prior to the signing of the agreement, or until agreements between all parties involved have been properly executed and exhibited to the staff of STC.

12. **CLEANUP**: Each group is responsible for disposing of large items of trash within the parking lot the auditorium, and the dressing rooms. Tables and chairs must be returned to the proper place.

13. **PRECAUTIONS**: The auditoriums are equipped with heavy counterweights and other equipment, which could cause injury. The Toombs Auditorium has an orchestra pit located at the apron of the stage. Please advise your participants of the dangers in both auditoriums. **Children should not be left unattended.** The college will not be responsible to you or your guests from any injuries or damages resulting from these dangers.
14. **UNLOCKING DOORS:** Users shall not unlock any doors without the Auditorium Manager’s permission. If, for any reason, equipment or merchandise is stolen due to the user tampering with, taping locks, or propping doors open, etc…, Southeastern Technical College will charge the user for stolen merchandise.

15. **FEES FOR DAMAGES:** If damages result from the utilization of the building and the cost of repairs exceeds the amount of the security deposit, the user will be invoiced for the additional amount and will be required to pay for any damages, costs, or claims that arise from the use of the facilities.

16. **CANCELLATION POLICY:** Southeastern Tech does reserve the right to impose a cancellation charge for any expenses incurred prior to cancellation date.

Additional expenses which may be incurred as a result of utilizing the auditorium include:

1. Auditorium Manager on site more than 2 hours before event--$25 per hour
2. Technical Assistance (Lights, Sound System, Stage Support)--$17.50 hour
3. Janitorial Fee--$50 for 4 Hours; after 4 hours $15 per hour
4. Security provided by Vidalia Police Officers--$25 per hour (paid to officers at time of event)
5. Ushers-$8 per hour
6. Holidays and hours between midnight and 6 a.m. are double time for all staff on duty

* Return all forms and direct all questions concerning billing to the Vice President for Administrative Services. Questions concerning lights, sound, stage support and other technical questions can be directed to the Auditorium Manager.

* A fee will not be charged for piano utilization when the contractee is having the piano tuned in conjunction with an event.

* The use of house lights is included in the utilization fee. The need for special lighting effects or sound system should be discussed with the auditorium manager prior to the approval of a utilization agreement.

* Each group is responsible for large items of trash, both in the parking lot and in the auditorium. This includes the dressing rooms. Failure to clean up trash will result in the loss of your deposit.

Requesting Organization (Licensee): __________________________________________

Contact Person: __________________________________________________________

Federal ID/SSN: __________________________________________________________

Address: _________________________________________________________________

Home #: ___________ Work#: ___________

Type of Event: □ Music □ Theatre □ Dance □ Literary/Lecture □ Meeting □ State Agency □ US Agency □ Business □ Other: ____________

Profit Type of Event: □ Profit □ Non-Profit (A 501C3 documentation is required)

Estimated # of Participants: ____________

Expected Audience Size: ____________

Will an admission fee be charged? □ YES □ NO If so, how much? ________________
If no admission fee is charged will a donation fee be charged? _____________

Facility Requested:  
☐ 776 - Toombs Auditorium  ☐ 236 - Tattnall Auditorium 
☐ Classroom(s)  ☐ Other

Date for Event: ______________
Begin Time: _____ am/pm  End Time: _____ am/pm

Setup Date: ______________
Begin Time: _____ am/pm  End Time: _____ am/pm

Dress Rehearsal Date: ______________
Begin Time: _____ am/pm  End Time: _____ am/pm

Equipment Request (house technicians are required for use of STC equipment):
☐ Spot Light (2)  ☐ CD Player  ☐ Tape Deck  ☐ Microphone (8)  ☐ Intercom (6)
☐ Podium (No Mic) (2)  ☐ Stage Monitor (4)  ☐ Lapel Mic (2)  ☐ Piano ($25 per day)
☐ Computer with wireless keyboard/wide screen ($50 per day)
☐ Special Lighting (must be discussed with the Auditorium Manager with additional cost)

The rental is for four hours. Additional fees will be added for extra time.
Indemnity: Licensee, in using Licensor’s facilities, assumes full responsibility for any and all claims arising out of Licensee’s use of said facilities for personal injury, loss of life, theft, damages, or otherwise, and waives, releases, and agrees to indemnify and save harmless Licensor and its respective officers, employees, and agents from all liabilities, and the cost and expense of defending all claims of liability, arising out of Licensee’s use of said facilities to the extent permitted under Georgia law. Include a copy of your certificate of liability insurance naming STC as an additional insured for the event.

_________________________________________________________  ____________________________
Requestor’s Signature  Date

_________________________________________________________  ____________________________
Auditorium Manager  Date

_________________________________________________________  ____________________________
Vice President for Administrative Services  Date

To be completed by the Auditorium Manager:

Move-out must be completed by _________am/pm on ________________ (date).

Failure to comply with the move-out deadline means the user's effects are abandoned, and they shall be disposed of by Southeastern Technical College staff as they deem advisable.
## ATTACHMENT A

### AUDITORIUM UTILIZATION FEE SCHEDULE

<table>
<thead>
<tr>
<th>CLASS OF USER</th>
<th>DESCRIPTION OF USER</th>
<th>FEE: LARGE AUDITORIUM</th>
<th>FEE: SMALL AUDITORIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS &quot;A&quot;</td>
<td>Board of Commissioners Toombs, Tattnall, &amp; Montgomery Counties</td>
<td>NO FEE</td>
<td>NO FEE</td>
</tr>
<tr>
<td>CLASS &quot;B&quot;</td>
<td><strong>Non-Profit</strong>&lt;br&gt;Government&lt;br&gt;Education&lt;br&gt;Civic Groups&lt;br&gt;Religious Groups&lt;br&gt;Art Groups&lt;br&gt;Charities&lt;br&gt;Chamber of Commerce</td>
<td>$ 375 (plus any options)</td>
<td>$150 (plus any options)</td>
</tr>
<tr>
<td></td>
<td><strong>CLASS &quot;C&quot;</strong>&lt;br&gt;<strong>Profit</strong>&lt;br&gt;Business &amp; Industry</td>
<td>$ 900.00 (if admission is charged) $525.00 (if no admission is charged plus options, if any)</td>
<td>$ 525.00 (if admission is charged) $225.00 (if no admission is charged plus options, if any)</td>
</tr>
</tbody>
</table>

A copy of your non-profit organization form must be provided. If a donation is requested at the door a $1.00 per seat used charge will be added to your cost.

## ATTACHMENT B

### TOOMBS AND TATTNALL AUDITORIUM - FEE SCHEDULE FOR EXTRA PERFORMANCES AND REHEARSALS

<table>
<thead>
<tr>
<th>CLASS OF USER</th>
<th>DESCRIPTION OF USER</th>
<th>FEE: LARGE AUDITORIUM</th>
<th>FEE: SMALL AUDITORIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS &quot;A&quot;</td>
<td>Board of Commissioners Toombs, Tattnall, &amp; Montgomery Counties</td>
<td>NO FEE</td>
<td>NO FEE</td>
</tr>
<tr>
<td>CLASS &quot;B&quot;</td>
<td><strong>Non-profit</strong>&lt;br&gt;Government&lt;br&gt;Education&lt;br&gt;Civic Groups&lt;br&gt;Religious Groups&lt;br&gt;Arts Groups&lt;br&gt;Charities&lt;br&gt;Chamber of Commerce</td>
<td>$ 125.00 (plus any options)</td>
<td>$ 75.00 (plus any options)</td>
</tr>
<tr>
<td></td>
<td><strong>CLASS &quot;C&quot;</strong>&lt;br&gt;<strong>Profit</strong>&lt;br&gt;Business &amp; Industry</td>
<td>$250.00 (plus any options)</td>
<td>$175.00 (plus any options)</td>
</tr>
</tbody>
</table>

A copy of non-profit organization form must be provided.
Thank you for choosing Southeastern Tech’s Auditorium to host your event on ____________________. Our entire staff looks forward to meeting and exceeding your expectations.

Enclosed is a copy of a rental agreement. Please take a moment to carefully review all applicable facility, technology services and other miscellaneous fees. A signed copy of the agreement must be returned to the Southeastern Technical College Business Office, along with the rental deposit, which will confirm your reservation. Our fax number is 912-538-3156.

Our Address is:

Southeastern Technical College  
Attention: Business Office  
3001 East Street  
Vidalia, GA 30474

Thank you for choosing Southeastern Tech.

Sincerely,

Denise Powell  
Vice President for Administrative Services  
Enclosure