



**ROWAN-CABARRUS COMMUNITY COLLEGE EXTERNAL EVENT AGREEMENT
Procedure B600.00.25.01.Pa**

Room Rental Agreement

Rowan-Cabarrus Community College's facilities serve as important gathering places for students, faculty and staff as well as visitors. The college manages the reserveable spaces to maximize the use of these valuable resources and to provide safe and aesthetically pleasing environments to host events that enhance the quality of life in Rowan and Cabarrus counties.

Change of location

RCCC reserves the right to make necessary changes in the room, area or location as needed to accommodate the needs of normal operation. Every effort will be given to notify the group of any changes.

Right of Refusal

RCCC reserves the right to refuse any event or cancel a reservation with full refund when there is a facility, health or safety issue that requires us to do so.

Rental Rates

The rental fees are in place to protect the state's property, provide requested equipment, and ensure that energy costs are recovered. Refer to the Schedule of Rates for rental fees. A \$50 deposit may be required to reserve your space for external organizations. Final payment for any facility utilization will be due by the end of the event. Credit cards and check are the two forms of acceptable payment. All checks should be made out to "Rowan-Cabarrus Community College."

Staff & Cleaning Charges

The user may be billed for any charges incurred to the College to staff events that require dedicated technicians. Users are responsible for placing all trash in the allocated trashcans and/or recycle bins before the group leaves. Events that require additional cleaning may be charged a fee.

Fronting

The responsible party reserving the facility may not front for another organization.

