



FACILITY RENTAL PROCEDURE

Policy Number: 2.6003
Subject Area: General College Policies/Administration
Adopted: 08/14/2025
Revised: 08/14/2025

I. Purpose

The purpose of this policy is to provide guidelines and associated fee structures for the use of Kaskaskia College facilities by internal and external groups. The purpose of the procedure is to ensure appropriate use, cost recovery, and structure is in place to ensure the use of the facilities is aligned with the College's mission and values.

II. Eligibility

Internal Use: College departments, programs, and officially recognized student organizations may use facilities at no charge for College-sponsored and approved events.

External Use: Established community organizations, regional non-profits, businesses, and individuals may rent College facilities, provided the purpose aligns with the College's mission and does not disrupt normal operations.

III. Prohibited Uses

The College facilities may not be used for:

- Activities that conflict with the College's mission and values.
- Events promoting discrimination, violence, or illegal activities.
- Political campaigns or events endorsing specific candidates or parties (exceptions may be made for non-partisan voter education events).

IV. Rental Process

1. Application:

External groups must submit a Facility Rental Request Form at least two weeks in advance. Forms are available on the College's website, www.kaskaskia.edu.

All requests are initially placed in **tentative status only** and are not confirmed until official approval is granted. The approval process requires several business days for review. Requestors should not consider their event confirmed until they receive an official confirmation email with event details and next steps.

Internal groups must submit a 25Live request at least two (2) weeks in advance. Assistance can be provided by Campus Operations and Information Technology support staff if needed and requested by the requester.

2. **Approval:** The College reserves the right to approve or deny requests based on availability, alignment with the College's mission, and adherence to policy. The College President is the final authority on all requests.
3. **Contract:** Approved renters must sign a rental agreement outlining responsibilities, fees, and terms of use. Upon approval, a 25% security deposit to hold the rental is required.
4. **Insurance Requirements:** External renters must provide proof of liability insurance with minimum coverage of General Liability
 - \$1,000,000 per occurrence
 - \$300,000 per damage to rented premises,
 - \$10,000 per medical expense for any one person
 - Naming the College as an additional insurer.
5. **Post Event Survey:** At the conclusion of any sponsored event, the sponsor is required to complete the provided Post Event Survey. This survey ensures that all necessary post-event actions and documentation are completed, and feedback is provided to maintain the integrity and quality of our partnerships.
 - a. The Post Event Survey must be submitted within two (2) business days after the event ends.
 - b. Failure to submit the completed survey within the designated timeframe may result in delayed approval for future collaboration opportunities or the implementation of corrective actions. Any damages identified by the institution may be the responsibility of the renter and could be deducted from the security deposit.
 - c. This policy helps ensure smooth post-event processes and continued accountability for all stakeholders involved.

V. Fee Structure

- Rental fees vary based on facility type, duration of use, and renter category (e.g., Non-Profit vs. Profit).
- Additional charges may apply for:
 - Custodial services.
 - Technology or AV support.
 - Security personnel.
 - Education Center Staff.
 - Set-up or tear-down time.
 - Additional liability needs identified by the College.

Event Space	Fee Per Hour
Classrooms/ Meeting Room	\$30
Auditorium	\$100
Student Center	\$100
Lifelong Learning Center (all six rooms) 250 people	\$100
Baseball/Softball Fields	\$30
Soccer Field	\$30
KCSA (Kaskaskia College Sports Association)	\$50
Fitness Center	\$35
Gymnasium	\$80
New Gymnasium	\$120

Additional Support Staff	Fee per hour
Custodians	\$30/hr
Campus Safety Officer	\$35/hr
Audiovisual/Media Technician	\$35/hr

Note: For situations not covered above, the College has the discretion to determine what charges, if any, will apply.

VI. Available Technology

Additional Audio Equipment	
Podium with Microphone	\$35
Wireless Microphone	\$15 each
Lapel Microphone	\$25 each
Mixing Console	\$40 each
*Required for events with 3+ microphones	
*Needs a technician for operation	
Small Sound System (up to 100 attendees)	\$105
Large Sound System (100-250 attendees)	\$175
CD/Phone Player	\$10
Bluetooth Speaker	\$10
Projector	\$50
DVD Player	\$10
Projector Screen	\$25
Conference Camera	\$35
TV on a mobile cart with a casting device	\$25

**Late Request Surcharge for Technical Services / Equipment made less than two weeks before the event date will be charged a Late Request Surcharge. – 15% of Audiovisual Invoice*

Audiovisual Packages	Package Cost
AV Package #1 (Recommended for smaller events with up to 100 attendees) <ul style="list-style-type: none"> • Up to 2 microphones • Podium • Video Projector • Sound System • One Event Technician for 2 hours 	\$150

AV Package #2 (Recommended for medium-sized events with 100-250 attendees) <ul style="list-style-type: none"> • Three microphones • Podium • Video Projector • Sound System with mixing console • Two Event Technicians for 2 hours 	\$200
AV Package #3 (Recommended for larger events with 250 – 400 attendees) <ul style="list-style-type: none"> • Four microphones • Podium • Video Projector • Sound System with mixing console • Two Event Technicians for 4 hours 	\$300
Live Streaming Services Provided	\$30/hr

VII. Use Guidelines

1. Renters are responsible for returning the facility to the condition in which it was provided.
2. Alcohol is prohibited unless specifically approved by the College and appropriate permits are obtained.
3. Smoking and vaping are not permitted on College grounds.
4. Renters must comply with all College policies and local, state, and federal laws.
5. Kaskaskia College reserves the right to require security, custodial, and/or maintenance services for any event held on campus. The necessity and level of these services will be determined by the College based on the size, scope, and nature of the event. Any associated costs for these services may be the responsibility of the event organizer.
6. The designated Event Coordinator must be physically present at the event venue for the entire duration of the event, from setup through breakdown.

VIII. Cancellations

- The College reserves the right to cancel reservations due to unforeseen circumstances (e.g., emergencies, inclement weather). Full refunds will be issued in such cases.
- Renters who cancel their reservations less than two (2) days in advance may forfeit their deposit or incur cancellation fees.

IX. Contact Information

For more information or to request a rental, contact:

- **Campus Events Committee**
kceventsupport@groups.kaskaskia.edu

Fall and Spring Semester Schedule:

Monday – Thursday 8:00 am – 5:00 pm
 Friday 7:30 am – 4:00 pm

Summer Semester Schedule:

Monday – Thursday 7:30 am – 6:00 pm