

Facility Use Agreement Form

Main Bldg.	Seating Capacity		Usage Fee	Clean-up Fee
	Banquet Style	Classroom Style		
Seminar A	96	48	100.00	40.00
Seminar B	96	48	100.00	40.00
Seminar C	96	48	100.00	40.00
Panter Bldg.				
Room 101		18	50.00	40.00
Room 102A		24	50.00	40.00
Room 103		12	50.00	40.00
Room 104		60	50.00	40.00
Room 105		12	50.00	40.00

We strongly encourage that a representative from your organization or group visit our campus to make sure that the facility is adequate for your event.

In order to provide a secure environment for our visitors, we request that you turn in list of attendees to the front office each day of the event. A sample form is attached for your convenience.

An Equipment/Support Fee of \$25.00 will be charged for the use of GCTC Audio Visual Equipment and technical support. After hours usage requires a minimum of five hours for school facilitator at \$25.00/hr. and one custodian per room at \$20.00/hr. (two hours before for setup, the length of event, and two hours after event for cleanup.)

This document, when signed by both parties, shall constitute an agreement between GCTC (Green Country Technology Center) and the Organization/Responsible Person for the temporary use of the GCTC Area or Facility designated in this agreement as follows:

Name of Event or Activity: _____ **Group Submitting Request:** _____

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Contact Person: _____ **Telephone #:** () _____ **Email:** _____

Facility/Area to be used: _____

Event Date: _____ **Day of week:** _____ **Time: from** _____ **am/pm to** _____ **am/pm**

Setup 1 – Banquet _____ **Setup 2 – Classroom** _____ **Anticipated Attendance:** _____

Please List any Special Services or Equipment Requested:

Agreed User Fee: \$ _____ **Check #:** _____ **Receipt #:** _____

The user fee **must be paid a minimum of 72 hours in advance of the date of usage**. If not paid, the facility will not be opened. A refund will be made if written notice of cancellation is submitted to GCTC Office a minimum of 72 hours prior to the scheduled use.

Strict regulations governing the use of banners, posters, signs, or decorations on areas or facilities on the GCTC campus is attached. For more information, contact Julie Roberds @ 918-758-0840 x224.

TERMS & CONDITIONS
For the Use of GCTC Areas & Facilities



The following policies will help ensure a safe and well-planned event:

1. GCTC reserves the right to cancel any reservation (should circumstances necessitate such action).
2. GCTC reserves the right to deny any activity or equipment usage that could damage campus property or its contents.
3. The use and/or consumption of alcoholic beverages, drugs, or firearms on GCTC property is prohibited. Any individual(s) found to have any of these prohibited items will be reported to police and will be subject to arrest and criminal prosecution. Prohibited items are subject to confiscation by police.
4. Requests for any articles to be placed on doors, glass or walls or otherwise displayed (including decorations) must be approved in advance by an authorized GCTC representative. **The use of adhesive tape, thumb tacks, push pins, or nails on doors or walls is prohibited.**
5. GCTC is not responsible for lost or stolen items while on the GCTC campus. Items found will be turned in to Lost and Found located in the front office.
6. Individuals or organizations will be held responsible for any negligent or intentional damage to GCTC equipment or property. Any such damage occurring during a scheduled event will be charged to the responsible party.
7. GCTC does not carry insurance coverage for off-campus participants and, therefore, is not held liable for accidents or injuries which may occur while using any facilities. As a result, GCTC requires each organization to carry its own insurance.
8. The sponsoring organization will be responsible for the conduct of the participants and all insurance of participants, including liability and hospitalization.
9. Ordinary courtesy will be expected at all times. All scheduled activities must maintain a noise level that is not disruptive to other events taking place. Solicitation of others outside the meeting is prohibited.
10. Cancellations are requested no later than five (5) business days prior to the scheduled event. A cancellation fee, usually in the amount of the reservation fee, and any other costs incurred may be charged if the cancellation is received after that date.
11. In case of emergencies, contact the campus operator at 918-758-0840.

I hereby verify that I have read and understand the foregoing agreement and agree to all terms and conditions as set forth on the reverse side of this agreement. I agree to abide by and be responsible for the enforcement of all rules and regulations set forth herein and those of GCTC. I further agree to indemnify and hold harmless GCTC against any and all liability for damages arising from accidents or torts based on negligence of my agency, our employees or our agents while our scheduled event is being conducted on the GCTC campus.

Responsible Party Designee

Title

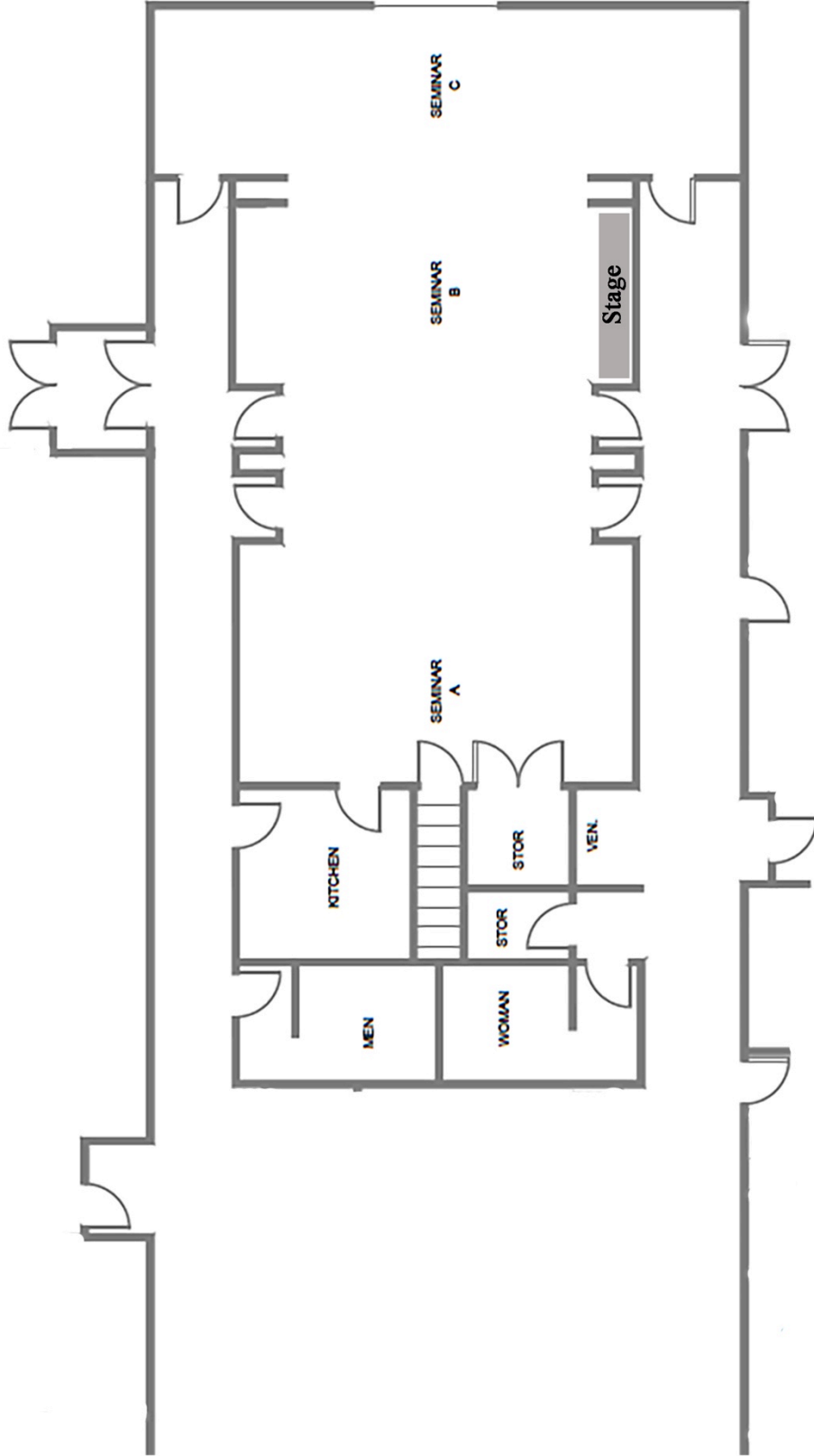
Date

Superintendent or Campus Director

Date

◆ Submit completed form to the GCTC Office for approval ◆

FACILITIES USE SEMINAR ROOM



EVENT: _____ DATE: _____ TIME: _____

CONTACT: _____ PH: _____

FACILITIES USE PANTER BUILDING



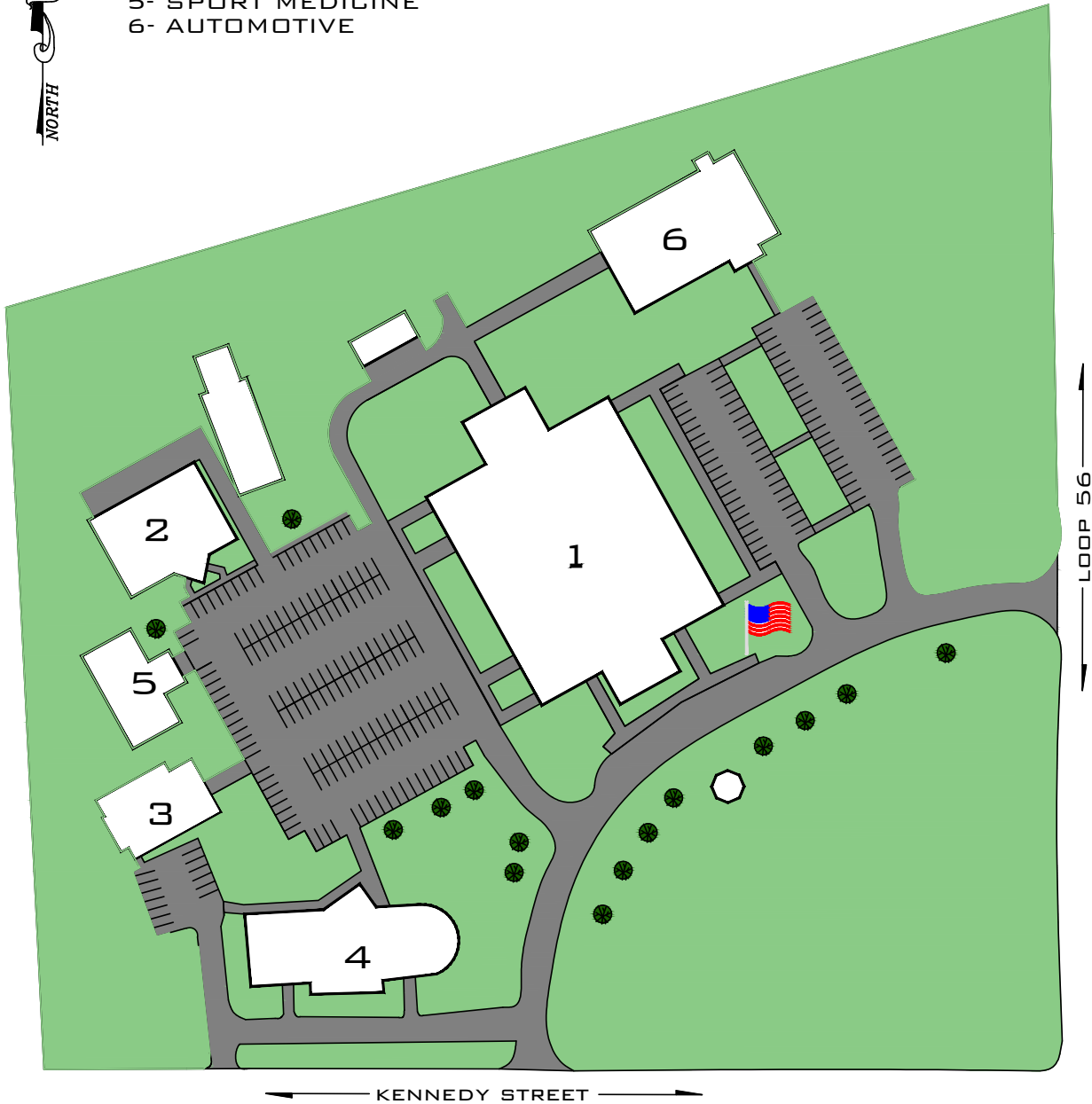
EVENT: _____ DATE: _____ TIME: _____

CONTACT: _____ PH: _____

GREEN COUNTRY TECHNOLOGY CENTER
CAMPUS MAP



- 1- MAIN/ ADMINISTRATION
- 2- PANTER
- 3- BOOT AND SADDLE
- 4- MANUFACTURING
- 5- SPORT MEDICINE
- 6- AUTOMOTIVE



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