



FOR OFFICE USE ONLY

Supervisor's Approval _____ Date _____

Space Available ____yes ____no

President's Confirmation _____ Date _____

HCC Employee Request for Personal Use Event

Date Submitted: _____ (must be submitted ten (10) days prior to event)

Requested by: _____ Department: _____

Email: _____ Phone/Cell Phone: _____

Function: _____

Date(s) of Event: _____ Number of People Expected: _____

Space Requested: **Joe's Place _____ Grill _____ Cyber Café _____ Sandy Watkins Training Lab _____ STC 310 _____

Arrival/Set-up Time: _____ Start Time: _____ End Time: _____

The Cyber Café & Grill have fixed number of tables and chairs—furniture cannot be removed.

Set-up Request for Joe's Place & Sandy Watkins Training Lab

***Employee must coordinate set-ups & clean-up with HCC Maintenance**

Number of Tables _____ Number of Chairs _____ Additional Trash Cans _____

Other Requested Items:

Detailed Diagram:

HCC Space Usage Policies

1. Users are responsible for turning off lights and locking the building.
2. No alcohol, i.e. beer wine, mixed drinks, is allowed for personal events.
3. Do not prop open doors—violation of Kentucky State Fire Code.
4. If you move any chairs, equipment or tables, please return to their original location.
5. No open flames are allowed—no exceptions. You may use battery powered candles.
6. Food and non-alcoholic drinks are permitted. Do not leave any leftovers.
7. Do not post flyers or signs on painted drywall or windows. Post signs on the doors or use sign stands or easels.
8. If event is cancelled, please give notice within five (5) working days.

I have read and agree to these policies: _____

HCC Employee Signature _____ Date _____

An Event Guide for Employees

General Statement of Policy

Henderson Community College **full-time** employees may use some college facilities at no cost for personal events such as birthday parties, dinners or receptions. To use Henderson Fine Arts Center, the employee must follow the regular scheduling and fee policies for the venue.

Space is not available on holidays.

Scheduling Priorities

The priority for scheduling space is first-come-first served.

Reservation Procedures

To reserve space for a personal (non-public) employee sponsored event, the employee must:

1. Confirm space is available by checking campus reservations calendar. If room is available, email the appropriate person to tentatively reserve the space pending approval from supervisor and President. (All private events are subject to cancellation if an academic program needs the space.)
2. Complete the Request for Employee Personal Event form (find it on The Point) and submit it to his/her immediate supervisor for approval. Please allow ten (10) working days for request to be processed.
3. Then employee submits approved request to the President's Office for confirmation.
4. President's Office submits the confirmation for placement on Campus Reservations Calendar.

To reserve Stagg Room or Scott Foyer the procedure is:

1. Schedule a meeting with the fine arts center director to go over schedule availability*, set-up requests and fees. *A HFAC staff member must available to be on-site for the event.
2. Complete a HFAC facility agreement.

For HCC employees the venue rental fee is waived; however, there may be labor charges and other related fees for custodial services, for extraordinary events and for events occurring outside of the normal business day (Monday through Friday, 8:00 AM to 4:30 PM).

The fee for Stagg Room is \$50 for 7.5 hours during regular business hours and \$100 for 7.5 hours on the weekend. The fee for Scott Foyer is \$40 set-up and \$30 an hour.