



## NORTHEAST STATE

*We're here to get you there*

### **Northeast State Community College Facility Usage Guidelines**

The use of certain Northeast State Community College (NeSCC) facilities is allowed under the policies and guidelines prescribed in Tennessee Board of Regents (TBR) Policy 1:03:02:50, Access to and Use of Campus Property and Facilities.

The approved policies and guidelines for usage of NeSCC facilities serve to protect the interests of visitors, NeSCC, the Tennessee Board of Regents, and the community. These directives provide a clear statement of expectations and support an impartial and consistent management of the facilities. NeSCC retains the right to refuse facilities usage to organizations, groups or individuals who have previously violated usage policies or whose purpose violates any policy of the Tennessee Board of Regents.

NeSCC shall serve to assist in defining acceptable actions and responsibilities while on NeSCC premises. It is not meant to be interpreted as totally inclusive of all such actions, responsibilities, or exceptions.

#### 1. ROOM CAPACITY:

- a. The total number of attendees approved for an event conducted on a NeSCC premises shall be indicated on the Facilities Usage Application.
- b. The total number of attendees at any given time during said event shall not exceed that indicated on the Facilities Usage Application.
- c. Maximum room capacity is based upon the total area of open floor necessary for free and unhindered movement.
- d. Room capacity is reduced by seating arrangements, tables, stages, and other obstructions including decorations, storage containers, etc.
- e. Capacity can be further reduced depending upon the event type which determines the minimum allowable area required per person.
- f. To ensure the safety of all attendees, Licensee must thoroughly describe the event to the Special Assistant to the President for Safety, Security, and Plant Operations prior to approval and then follow the provisions as stated in the Facilities Usage Application throughout the entirety of the event.

#### 2. DECORATIONS:

- a. Materials used for decorations or scenery must be Class "A" rated or UL listed as flame retardant. Upon request, Licensee must provide documentation that

certifies this material requirement.

- b. Decorations must be kept free from exits, fire safety equipment, overhead pipes, and sprinkler heads as well as lighting equipment and other heat sources.
- c. Decorations must be free-standing and are not to be attached to the building or the premises by nails, tacks, tape, glue, or other adhesives.
- d. Decorations must not disguise or otherwise obscure exit signs.
- e. The use of glitter is prohibited.
- f. Decorations must be removed immediately after the event.

### 3. EVACUATION:

- a. Prior to the event, Licensee shall meet with a NeSCC representative to review the emergency exits and safety features of the premises. Licensee shall then be responsible for making this information available to event attendees. Licensee is encouraged to appoint one or more persons to assist in the case of an emergency to guide attendees to the nearest exit and to promote calm reactions.
- b. Access to all exit doors, corridors, and stairways must be kept clear at all times.
- c. Aisles and corridors leading to the exits must be a minimum of four (4) feet wide and be kept clear from obstruction at all times.
- d. Wires and cables must be secured to avoid blocking access to exit doors, aisles, corridors, and stairways. All wires and cables placed on the floor must be properly taped down or covered to avoid tripping hazards.
- e. Exit doors must remain unlocked during the entirety of the event.
- f. Exit signs and doors must be clearly visible at all times.

### 4. CLEANUP:

Following an event, the NeSCC facility shall be restored to the condition existing upon the commencement of the event. Cleanup shall be defined as the:

- disposal of trash (including paper, plastic, cans, food, and live plants and arrangements) in the provided receptacles,
- removal of Licensee's property, and;
- return of NeSCC property to its respective place.

Power sources should be turned off or otherwise disabled and, if applicable, AV/IT resources should be powered down as instructed. Said cleanup shall be completed upon the terms agreed upon on the Facility Usage Application.

### 5. RESTRICTIONS & SPECIAL INSTRUCTIONS:

- a. **Grilling** on NeSCC property is otherwise prohibited without the express approval of the NeSCC Special Assistant to the President for Safety, Security, and Plant Operations. Such approval shall be obtained prior to the event.
- b. **Open flames and smoldering embers** (including candles, sterno, incense, bonfires, campfires, leaf burning, and flaming/smoldering artwork and decorations) on NeSCC property are strictly prohibited. Alternatives include flameless candles and tea lights, fiber optics, or similar battery- or power-operated decorations. **EXCEPTION:** Candles and sterno warmers may be used by a caterer contracting with the Licensee and will be the caterer's sole responsibility.

- c. **Fireworks** are strictly prohibited.
  - d. **Pyrotechnics** are strictly prohibited.
  - e. **Heat sources** are strictly prohibited inside the Building/Premises.
  - f. **Generators** are strictly prohibited inside the Building/Premises.
  - g. **Lighting effects** (including strobe and laser) can trigger seizures in persons having the condition known as *photosensitive epilepsy*. Special lighting effects are permitted as follows:
    - Licensee indicates such use on the Facilities Usage Application; and
    - Licensee informs the Attendees of said lighting effects in advance of the event.
  - h. **Power cords and strips** are permitted as follows:
    - The Building's electrical systems shall not be modified in any manner;
    - Wires and cables must be secured to avoid blocking access to exit doors, aisles, corridors, and stairways; and
    - All wires and cables placed on the floor must be properly taped down or covered to avoid tripping hazards.
  - i. **Gas cylinders**:
    - Helium cylinders are allowed following Standard Operating Procedures whereby the canisters are properly secured while in use and capped during those times when not in use.
    - All other gas cylinders (including oxygen, hydrogen, nitrous oxide, etc.) are strictly prohibited.
  - j. **Tents** on NeSCC property are prohibited without the express approval of the NeSCC Special Assistant to the President for Safety, Security, and Plant Operations. Such approval shall be obtained prior to the event.
  - k. **Balloons** are permitted as long as they are not released. The release of helium balloons is prohibited.
6. SMOKING POLICY:
- a. Northeast State Community College is a tobacco-free institution with smoking and tobacco use prohibited, except for areas in parking lots, which are at least 50 feet away from any facility entrance. This policy will be strictly enforced by Campus Police and Security at all teaching sites.
  - b. For further clarification, please refer to the NeSCC Policy 03:05:07 Smoking and Tobacco Use In/On Campus Facilities.

## General Guidelines

1. The Tennessee Board of Regents policies govern the use of NeSCC facilities.
2. Primary jurisdiction of the facilities at each NeSCC location shall rest with the Vice President for Administrative Services.
3. No event shall be advertised or otherwise promoted prior to an approved Facility Usage Agreement signed by the Special Assistant to the President for Safety, Security, and Plant Operations. Event promotions shall not indicate NeSCC or the Tennessee Board of Regents as partners or supporters unless the event is licensed as such.
4. The promotion of alcohol in event advertisement is prohibited.
5. Neither entry admissions nor other solicited funds may be made by cash exchange on NeSCC premises without the express consent from the Vice President for Administrative Services. All sales conducted for the registration, admission and participation at an event should be completed prior to the event date and will be the responsibility of the licensee and sponsoring group.
6. NeSCC facilities shall not be used for the purpose of organizing, aiding, or carrying out, in any degree, any unlawful activity.
7. NeSCC facilities shall not be used to raise funds for political or religious purposes, to campaign for political or religious candidates or issues, or to promote or raise funds for any purpose which is not specifically approved by the Office of the Special Assistant to the President for Safety, Security, and Plant Operations.

**Violation of these guidelines may result in denial of current or future use of facilities.**