

GUIDELINES FOR THE PUBLIC USE OF KIRTLAND FACILITIES, INCLUDING ALL FACILITIES INCLUDED IN THE KIRTLAND EVENT CENTER.

10/19/21, updated 2/12/2022, updated 2/16/2022, updated 2/18/22

SCHEDULING USE OF THE FACILITIES

1. Community rooms A and B and the Grayling Event Center are open to the public. Employees and citizens who wish to use the Event Center or Community Rooms A and B must contact the Director of Auxiliary Services or Assistant Director of Auxiliary Services for reservations. The following areas in the event center are not generally open to the public; Referee Locker, Athletic Training Room, Locker Rooms, Weight Training Room, and the Fitness Room.
kirtlandevents@kirtland.edu
2. The Director of Auxiliary Services will use the pricing guidelines found in this document to provide a cost estimate to users including the base price and costs for special arrangements. The Director has the discretion to offer detailed contact and/or discounted prices as appropriate.
kirtlandevents@kirtland.edu
3. Reservations are on a first-come, first-served basis.
4. A scheduling calendar will be available on the Kirtland website that will provide members of the public information about current reservations and space availability. The software will also provide an option to request reservations.
5. Reservations for The Otsego County University Center rooms are made through the Director of the Center (susie.marshall@kirtland.edu). Room reservations, food arrangements, and other services must be made through the Director.
6. The Conference room near the ITS offices is unavailable for rent as it will be reserved for the Tri-Area Truck Driving School. (It may be available when the school is not conducting classes on site).
7. Room 1443 is considered a rental space for the public except when used for college classes. However, reservations are currently limited to mitigate the spread of COVID-19 to Kirtland students.
8. The Director and Assistant Director of Auxiliary Services are responsible for scheduling the Community Rooms, the Event Center Gym, lobby, and concessions stand.
9. A user contract will be developed for renters of public spaces. A security deposit may be required as per the decision of the Director of Auxiliary Services. The contract will include college services, user responsibilities, contact information, and rental costs.
10. The second-floor conference room at Grayling is scheduled by Karen Sigman.
11. The President's conference room at Grayling is scheduled by Gina Moya.
12. The MFPI conference room will be scheduled by Gina Moya.
13. The maximum capacity of the Event Center is 2,069 persons; Community Rooms A and B (combined) - 250 persons. (without social distancing). Seating is currently available for up to 1100 people in the Event Center.
14. Rental services are unavailable on public holidays. Kirtland encourages the cancellation of events when the college cancels classes because of inclement weather.

BILLING & PAYMENT

When booking a non-catered or catered event, renters must furnish Kirtland with accurate billing address and other contact information. Payment must be made to Kirtland Community College, Attention, Business Services, 4800 Four Mile Rd., Grayling, MI. Questions may be submitted to kirtlandevents@kirtland.edu

CANCELLATION OF EVENT

1. If a renter has to cancel an event, please contact Kirtland's Event Services Department as soon as possible. If unable to reach someone in the Event Services Department, please call the Kirtland Grill at extension 367. Events canceled within the 10-day guarantee period may result in charges related to the event. An event will only be considered canceled by speaking directly to an Event Services representative. 989-275-5000
2. During the winter months, if events are canceled due to inclement weather, but the College is still open, a charge for perishable foods will still be applied. If the College closes, no charge will be incurred.

GENERAL PROCEDURE FOR THE USE OF FACILITIES

1. Rental of general classrooms and conference rooms are based on an individual basis. The Director of Auxiliary Services will make reservations and establish rental rates. However, to protect current students from COVID-19, public use of general purpose classrooms is limited. Contact kirtlandevents@kirtland.edu for information and to make reservations.
2. Employees in the Athletic Department, Foundation, Community Education, Police Academy, Criminal Justice, Academic Services, Admissions, Student Services, and Kirtland Youth Theater are responsible for organizing all activities for their events.
3. The Director of Auxiliary Services is responsible for coordinating large events (boat shows etc.) in the Event Center.
4. Because of gun carry laws, the college cannot accept reservations for gun shows or other events that may involve guns.
5. The Director of Auxiliary Services coordinates all food and catering services, including the use of outside catering. For questions contact kirtlandevents@kirtland.edu.
6. All guests to the college will be reminded, before entering college facilities, of college protocols for the control of the pandemic disease.
7. All room temperature and ventilation controls are managed by the Facilities Maintenance Department.
8. All technology available to guests and renters is managed by the ITS department.
9. Room setup and cleanup will be arranged by the Director of Auxiliary Services
10. Renters will be required to pay for damages to the property as per a rental contract.
11. Equipment is available for all events through Kirtland Community College. Equipment and technology used that is not provided by Kirtland Community College must be approved by the Kirtland Institutional Technology Services Department or the Maintenance Department. Refer questions to kirtlandevents@kirtland.edu.

12. All catering equipment and college decorations, technology, and rented equipment used are expected to remain on campus. Charges for any missing or damaged equipment will be added to a renters invoice.

PHYSICAL OPERATION OF THE EVENT CENTER

1. The Facilities department controls drop panels and basketball nets. When practical, all divider panels should be raised to the ceiling at the end of the day to showcase the facility to walk-in visitors.
2. The Facilities department will locate and move bleachers, risers, partitions, and other equipment.
3. The locker room showers are not available to renters except under special circumstances and with an added charge. The use will be determined by the Athletic Director and the Director of Public Safety Programs.
4. The Athletic Director will schedule the Athletic Training Room, Weight Training Room, and Referee Room.
5. The ITS Department controls the use of the sound systems, audio systems, video projection, theater lights, the lobby TV, and the scoreboards.
6. The Facilities Department controls the large doors at the entrance to the Event Center.
7. The Athletic Director will check out limited athletic equipment (basketballs, pickleball racquets, etc.) for use by the public at no charge.
8. The Director of Auxiliary Services will work with the Director of Facilities to evaluate rental requests that may damage the Event Center or Fitness Room floors.
9. When the lockers are used, participants are required to provide their own lock and remove all personal belongings at the end of the activity. The Police Academy is an exception to this rule. The college will post information indicating that we are not responsible for lost or stolen items.

USAGE FEES FOR WELLNESS AND ATHLETIC EVENTS IN THE EVENT CENTER

1. The public spaces in the Event Center include the walking track and the three multipurpose courts. Other public spaces available for rent include the Lobby, Art Gallery, and Fitness Room.
2. The Event Center walking track and athletic courts are available for use by those who pay a semester fee (excepting those who have free access, as shown below). This may include the Fitness Training Room when not scheduled for use by students. The fee provides entrance to open gym schedules.
3. User card/fee receipt can be obtained in Student Financial Services near the main entrance to the college campus.
4. Access fees to the athletic courts and walking track does not include tournament or college league games.
5. Paid members are welcome to use public facilities during scheduled hours. Available hours of operation may change due to "snow days" and holidays.
6. Employees and others who have free services will be issued a membership card indicating this status.
7. Scheduled hours will be posted on the college website and in the Event Center Entrance.

8. The college campus is not open for use by unaccompanied children. All children must be accompanied by an adult.
9. The semester fee schedule is as follows:
 - a. Kirtland students, the fee is included in the student services fee, student ID required
 - b. Kirtland employee and spouse, full time and regular part-time, free
 - c. Kirtland adjunct faculty during the semester they are teaching, free
 - d. Members of the Board of Trustees, free
 - e. Kirtland Foundation members and foundation donors contributing over \$500 in a year, free
 - f. Participants in tournaments, including play, an added fee will be charged
 - g. Retirees of the college and spouse, \$50.00/semester.
 - h. Members of the Commission on Aging, \$2.00 per person per day for the walking track, including a space for a commission briefing,
 - i. A community youth sports a single team, \$2.00 per person per session for a 2-hour session, minimum of 12 players.
 - j. Community members
 - Semester rate, \$120
 - Monthly rate, \$40
 - Weekly rate, \$15
 - Daily rate, \$6

GATE FEES FOR COLLEGE BASKETBALL GAMES

Fees for future games has not been determined at this time.

- Season pass for regular games
- One game gate pass
- Season pass for seniors
- One game gate pass for seniors
- Free passes for students, employees, member of the Board of Trustees

RENTAL OF THE EVENT CENTER BY NON-PROFIT ORGANIZATIONS AND AGENCIES WHO ARE CONDUCTING AN ACTIVITY, NOT FOR PROFIT.

1. The Event Center is available for rent to agencies, governmental units, and organizations considered "not for profit" and are conducting an activity not designed to produce a profit. Contact kirtlandevents@kirtland.edu for reservations.
2. The rental price for nonprofit organizations will be; \$40.00 per hour between the hours of 7:00 a.m. to 5:00 p.m. and \$60.00 per hour after 5:00 p.m., plus the costs of security, lighting, sound systems, organization, room setup, visual projection, maintenance, and custodial. Weekend rentals are based on hours of use.

BASE FEES FOR THE EVENT CENTER INCLUDING FOR-PROFIT BUSINESS AND NON-PROFIT ORGANIZATIONS CONDUCTING ACTIVITIES DESIGNED TO MAKE A PROFIT.

1. The rental price for nonprofit organizations will be; \$60.00 per hour between the hours of 7:00 a.m. to 5:00 p.m. and \$80.00 per hour after 5:00 p.m., plus the costs of security, lighting, sound systems, organization, room setup, visual projection, maintenance, and custodial. Weekend rentals are based on hours of use. Contact kirtlandevents@kirtland.edu for reservations.

BASIC RENTAL FEE FOR THE EVENT CENTER BY LOCAL SCHOOLS FOR NON-PROFIT ACTIVITIES

1. The rental price for nonprofit organizations will be; \$20.00 per hour between the hours of 7:00 a.m. to 5:00 p.m. and \$40.00 per hour after 5:00 p.m., plus additional fees as found below. Weekend rentals are based on hours of use and seasons.

RENTAL OF THE EVENT CENTER FOR FAMILY EVENTS, PARTIES, AND OTHER LIKE EVENTS, NOT FOR PROFIT.

1. Because of the pandemic, Kirtland Facilities are available at the discretion of the college.

THE PRICE OF OTHER SERVICES IN ADDITION TO THE BASE FEE

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| 1. IT Services – Zoom conferencing set up | \$50.00 per hour |
| 2. Fee for moving/removing the podium in the Community Rooms | \$50.00 per hour |
| 3. Connecting a personal computer to the college system) | \$50.00 per hour |
| 4. Table Cloth | \$10.00 each |
| 5. Fee for providing bleachers | \$55 per hour |
| 6. Stage/Platform (Gymnasium only) | \$150.00 |
| 7. Special Lighting (Community Rooms/Gymnasium Only) | \$55.00per hour |
| 8. Partition Panel (Gymnasium Only) each panel | \$50.00 |
| 9. Managing the Sound System | \$55.00 per hour |
| 10. Concession Stand Services (per hour – 2 hours min.) | \$150.00 |
| 11. Price per Bartender | \$30.00 per hour |
| 12. Drinkware | \$1.50 per person |
| 13. Dinnerware | \$3.50 per person |
| 14. Linen napkins | \$10.00 each |

OTHER FEE SERVICE - PRE EVENT

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| 1. Room Setup Fee/Takedown Fee | \$50.00 per hour |
| 2. Cleaning/Sanitation – Evening/weekend hours | \$50.00 per hour |
| 3. Cleaning Service during event | \$50.00 per hour |
| 4. Cleaning/Sanitation/Clean-up Fee – Event Center/Weekend hours | \$60.00 per hour |
| 5. Security – | \$35.00 per hour |
| 6. Per Table | \$6.00 |
| 7. Bar Setup Fee | \$100.00 |

OTHER SERVICES - POST EVENT

- 1. Final cleaning fees per person \$50.00 per hour

BASE FEE FOR RENTAL OF COMMUNITY ROOMS A & B

1. The Community Rooms can be rented individually or combined, depending on the size of the guest group, up to the seating capacity for each room or both rooms together.
2. Rooms are rented by the hour.
3. Rental rates for each reservation are included below with the added charge for other technology and other IT services.
4. The base rental rate includes tables, chairs, installed whiteboards, parking, direction signs, wifi service, security, built-in projectors, and whiteboards.
5. Our standard catered events are self-service buffets with linen tablecloths for the buffet tables, paper supplies, and plastic service ware. Our service includes equipment and supplies, set up, break down, clean up, and removal of all remaining food, equipment, and supplies.
6. There are additional fees applied for late-night and weekend events. Business hours for Kirtland Community College are M-F 7:00 a.m. - 5:00 p.m. Business hours for Event Services are M-F 7:00 a.m. – 4:30 p.m. General Office Hours are M-F 8:00 a.m. - 4:30 p.m.
7. Additional services such as servers, full linen service, china, glassware, and rental equipment are also available at a reasonable cost. If service personnel are not required, the client will be responsible for the safekeeping of catering service equipment. Some services require service personnel, usually related to alcohol service, the size of the group of guests, what is being served, or the type of service requested. If service personnel are necessary, we will bill accordingly at our stated rates.
8. Comment on use of our dinnerware.
9. Base Rental Rates are as follows:

Organizational type	One community room/hour Monday-Friday	Two community rooms/per hour/Monday-Friday
Non-profit governmental or other organizations not producing a profit	\$30 per hour, 7-5 pm and \$40 per hour after 5 PM	\$40 per hour 7-5 and \$50 per hour after 5 PM
Non-profit governmental or other organizations and who intend to make a profit	\$35 per hour 7-5 and \$50 after 5 PM	\$55 per hour 7-5 and \$70 after 5 PM
For-profit organizations	\$40 per hour 7-5 and \$50 after 5 PM	\$60 per hour 7-5 and \$65 after 5 PM
School districts for non-profit meetings and events	\$25 per hour 7-5 and \$35 after 5 PM	\$50 per hour 7-5 and \$60 after 5 PM
	Weekend rates will be 150% of weekday rates	Weekend rates will be 150% of weekday rates

GUEST TECHNOLOGY SERVICES

1. Guests may use the technology available in each room under the direction of the Director of ITS.
2. Requests for using technology will go to the Director of Auxiliary Services. The Director of Auxiliary Services will coordinate guest requests with the Director of IT.

OTHER GENERAL-PURPOSE CLASSROOMS

1. General Purpose Classrooms are generally not for rent at this time. When they become available, the rental price will be equal to the rental price of Room 1443.

WORKFORCE DEVELOPMENT SHOP

1. Rental of this shop is most commonly part of a contract training agreement with business or industry. Therefore, the Director of Apprenticeships and Workforce Development will rent these facilities. When a group not seeking training asks to reserve the room, the Director will determine a price.

WALKING TRACK USE

1. The walking track is available to paid members and others as per the membership schedule during scheduled open gym hours.

INTERCOLLEGIATE ATHLETICS

1. Kirtland will comply with its athletic league rules regarding the pandemic disease. Kirtland student-athletes are expected to get a full series of vaccinations and booster shots for COVID-19. The Athletic Director has the discretion of requiring a COVID-19 test before allowing an athlete to travel to an away game or before playing in a home game/event.
2. Players of visiting teams must follow league rules for vaccinations and for controlling pandemic disease.
3. Visitors to games will be required to follow college protocols to mitigate the spread of pandemic diseases.
4. Referees assigned to a home game are expected to be vaccinated for COVID-19.
5. Athletic Trainers and Coaches are expected to be fully vaccinated for COVID-19 .
6. Kirtland will follow customary precautions for blood-borne pathogens.
7. Basketball shoes are required for use on the wood basketball court.

WEIGHT LIFTING ROOM

1. Because of room size limitations, insurance costs, and safety precautions, the weight lifting room is reserved for the Police Academy, Police Recertification Participants, Criminal Justice students, Employees, and Student-Athletes.
2. The college will endeavor to supervise the Weight Lifting Room with staff when the facility is open for use.
3. Members of the Board of Trustees, Scholarship Donors, and Foundation Board members may use the weight lifting room upon completion of the required safety instruction.
4. The Police Academy and Criminal Justice program provide their safety instruction.
5. The athletic department will offer a safety course for employees, guests who have free membership.

6. Signage will be posted in the weight lifting room, indicating safe practices and usage requirements.

COMMUNITY EDUCATION COURSES

1. The Event Center may be used for Community Education courses. Participants in community education courses will not be required to pay a membership fee.

THE FITNESS ROOM

1. The Fitness Room may be used for Community Education courses and will be scheduled with the Athletic Director.
2. The Police Academy and Criminal Justice courses have priority use for the Fitness Rooms.

WELLNESS AND LEAGUE PLAY FOR ATHLETIC ACTIVITIES

1. The Athletic Director and Staff will provide league play and tournaments in Pickleball, Basketball, and other sports as per members' requests and the availability of open times. There will be an additional fee for league play and tournaments.
2. Until the requirements for facemasks is lifted players on the court sidelines must wear a face mask. Guests and students are not required to wear a face mask when engaged in rigorous physical activity.
3. The Athletic Director, staff, and coaches may provide periodic short-term physical activity courses, including Aerobics, Yoga, Line Dancing, Fitness and Walking, and like courses in coordination with Community Education Staff and the Wellness Committee. Coordinators of these events will determine applicable charges depending on the length of the course and the resources required. They are open to students and the public for the price of the course fee.

GUEST CATERING

1. Guests are encouraged to use Kirtland Food Services (Grille, Biggby) for their dining and beverage requests.
2. Food Service requests will be coordinated with the Director of Auxiliary Services.
3. Pricing will be dependent on the menu choices selected and the number of guests. A list of prices is available.
4. Under special circumstances, guests can utilize external catering services at the discretion of the Director of Auxiliary Services. Guest catering from outside agencies will be negotiated individually.

EMPLOYEE USE OF FACILITIES FOR OTHER THAN PARTIES AND FAMILY EVENTS.

1. Events scheduled by Kirtland staff will not be assessed a base charge for room rentals. They will be charged for any food service requests they have

GUARANTEED GUEST COUNTS

1. Kirtland requires 10 days' notice for final guaranteed guest counts. All catered event charges will be based on the guaranteed guest count or the number of guests in attendance, whichever is higher. Guest count is limited to room maximum capacity limits. Contact the Events Center at (989) 275-5000, Ext. 273 or email at kirtlandevents@kirtland.edu
2. Renters unable to reach an Events Department representative to confirm a 10-day count, please email kirtlandevents@kirtland.edu. Orders that are placed after the 10-day notice may be subject to a more limited menu or late fee.

BAR POLICIES

1. A license to serve alcoholic beverages is held by Kirtland Community College. All alcoholic beverages served must be purchased through the Kirtland Events Center; no outside alcohol may be brought in. Kirtland will not serve alcohol to individuals under the age of 21.
2. The service of all alcoholic beverages must be by Kirtland Community College. One bartender is required for every 60 guests. A \$100 bar setup fee applies to all events with bar service.
3. Kirtland Community College reserves the right to refuse service to anyone at any time during alcoholic beverage service. Bartenders are not permitted to serve shots, doubles, or martinis.
4. Bar service is not to exceed five hours and will close down 30 minutes prior to the end of an event.
5. There is a \$30 per hour rate per bar tender at the event.

FOOD LEFT FROM CATERED EVENTS

1. Kirtland's goal is to ensure that all food is properly handled and to minimize food waste. Good planning and accurate guest counts help us to achieve these goals. Event Services takes the responsibility of safe food handling seriously to ensure that none of our guests are susceptible to food-borne illnesses. Food ordered but not consumed at a catered function may not be removed from the function site. Food items used for display or decoration may not be removed from the function site. This policy is standard in the catering industry.

FLOWERS/DECORATIONS

1. Floral arrangements and decorations are ordered by the renter who must remove them after the event.

SMOKING AND TOBACCO

1. Kirtland is a smoking and tobacco-free institution. Smoking is allowed in personal vehicles in parking lots.

EVENTS FOR MINORS (CHILDREN UNDER 18)/UNACCOMPANIED MINORS

1. Kirtland does not accept unaccompanied children on campus. Minor children must be accompanied, at all times, by an adult over the age of 18.

HANDICAPPED ACCESSIBLE

1. All Kirtland facilities are handicapped accessible.