

**Subject: Use of Roper Center by External Entities**

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**1. Purpose**

This policy provides guidelines and procedures for the use of non-academic areas of the Jeanne & George Roper Performing Arts Center by external entities.

**2. Policy**

As a service to the community, TCC permits other state and governmental agencies, community groups, non-profit organizations, for-profit entities, and individuals to request the use of the Roper Center. Priority of use shall be given to those events related to the academic, student services, cultural, and recreational functions of the college.

The Roper Center shall be used in a manner consistent with its intended purpose and in a safe, professional manner so as to not endanger the college community or the general public. The college may restrict access to land and buildings to protect individuals, property, and equipment. Any person utilizing a college facility who

engages in unlawful or disruptive conduct or violates college policy may be directed by a college official to leave the property. Failure to comply with such requests and failure to abide by regulations governing the use of college facilities constitute trespassing under Virginia state law and may lead to disciplinary action and/or arrest. TCC is not obligated to tolerate events that interfere with any lawful mission, process, or function of the college. Requests for approval of events may be denied if they pose a clear and present danger to students, employees, and facility users

## **2.1 Applicability**

The procedure for use of the Roper Center shall apply to all external entities except as noted. In all cases the Roper Center Executive Director or the Vice President for Academic Affairs & Chief Academic Officer shall determine whether the requested use is compatible with the college's operations and this policy.

This policy does not apply to the use of college facilities by college-sponsored organizations (e.g., recognized student clubs and organizations, employee groups) or related entities (e.g., TCC Educational Foundation). Nor does it apply to college-approved programs or performances, including those sponsored by or under the direction of the college or one of its related entities or approved organizations.

The appropriate Roper Center Use Agreement (Appendix A or B) shall be completed in all instances of use by external entities, unless the prospective user is a local, state or federal government entity. Such entities may enter into a use agreement with the College by furnishing a purchase order and a certificate of coverage deemed acceptable by the College's risk management officer.

## **2.2 Fees**

Users shall be charged fees for the use of the Roper Center and services provided by the College in support of Roper Center events as detailed on the Roper Center Rate Schedule in effect on the date facilities and services are provided (Appendix C). The Roper Center Executive Director shall maintain the Rate Schedule and may adjust prices in response to market conditions and in accordance with sound business practices.

## **2.3 Methods and Timing of Payments, Invoicing and Refunds**

Expenses, as estimated by the Roper Center Executive Director, must be paid in advance by company or bank check, cash, or ticket revenue. Any cost overruns shall be invoiced on a net-30 basis; any overpayments shall be refunded from the appropriate account via check request.

Deposits equal to the rent portion of projected expenses are due upon full execution of the Use Agreement. All additional projected expenses are due no later than three business days preceding delivery of services by the College.

Governmental entities are not required to make advance deposits or payments and may pay all expenses on a net-30 basis.

## **2.4 Memoranda of Understanding**

To enable mutually beneficial partnerships between the College and external entities, fully executed Memoranda of Understanding may supersede policy or procedures at the discretion of the President.

## **2.5 Revenues**

Direct revenues for the use of facilities and related services shall be deposited into an appropriate state account. Indirect revenues gained via ticket sales on behalf of external users shall be deposited into an appropriate local account, then transferred to the state account after payment to the user of any revenues due.

## **2.6 Catering and Alcoholic Beverage Service**

The college's contracted food services vendor shall have first right of refusal for all catering associated with events arranged under this policy. Event sponsors desiring to include alcoholic beverage service shall comply with TCC Policy 1103 (Alcohol and Other Drugs).

# **3. Responsibilities**

The Vice President for Academic Affairs & Chief Academic Officer (VP), in consultation with the Roper Center Executive Director, shall develop and maintain procedures that are consistent with this policy.

# **4. Procedures**

The following procedures shall be used to request and approve use of college facilities by external entities.

## **4.1. Request to Use Roper Center**

The potential user will complete a Roper Center Use Application (Appendix D) and submit it to the Roper Center Executive Director.

## **4.2 Review and Response to Request to Use College Facilities**

Upon receipt of a request to use a facility or space under his/her purview, the Roper Center Executive Director shall determine whether the proposed event is consistent with this policy. If it is not, he/she shall notify the requestor that the proposed use is not permissible under college policy

If the event is permissible under this policy, the Roper Center Executive Director shall return it and the appropriate Use Agreement to the requestor. The responsible college official shall also advise the user of any instructions specific to the event (e.g., catering, adherence to the college's policy on alcoholic beverages, etc.) and the date(s) by which the Facilities Use Agreement and the required insurance certification must be returned in order to hold the requested space for the event.

At the conclusion of the requested event, the Roper Executive Director shall settle financials with the user and issue a check request or invoice as needed.

Should an invoice be issued, it shall be reported to and tracked using the College accounts receivable database.

## **5. Definitions**

No definitions are associated with this policy.

## **6. References**

Appendix A – Facilities Use Agreement – Ticket Sales by Venue  
Appendix B – Facilities Use Agreement – Ticket Sales by Client  
Appendix C – Roper Center Rate Schedule  
Appendix D – Roper Center Use Application  
TCC Policy 1103 Alcohol and Other Drugs

## **7. Review Periodicity and Responsibility**

The Vice President for Academic Affairs & Chief Academic Officer shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

## **8. Effective Date and Approval**

This revision is effective upon its approval by the College President on February 1, 2017.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.  
President

Daniel T. DeMarte, Ed.D.  
Vice President for Academic Affairs &  
Chief Academic Officer

## **9. Review and Revision History**

This is the first version of this policy.