

Vernon College

Policies for Facilities Usage

Vernon College facilities exist primarily to serve the educational needs of students in our 12-county service area. College facilities are available for use by students, employees and community members when such use does not conflict with College programs. Requests for use of College facilities will be considered according to the following priorities.

PRIORITY FOR USE OF FACILITIES

1. Educational programs and events of Vernon College
2. Public agencies, schools and colleges when the purpose is educational.
3. Youth groups, civic groups, business groups, and other groups that are organized for cultural, educational, or recreational activities.
4. For profit entities
5. On the Vernon campus, organizations located within Wilbarger County shall have priority over requests from those outside the county.
6. Priorities shall be maintained in such a way that no group monopolizes a facility.

For profit groups or entities that rent any college facilities for the conducting of seminars, conferences, public events, or any other for-profit related activities will be charged a fee according to the approved facility usage rate schedule. Activities competitive in nature with services provided by Vernon College will not be permitted. Additional fees for security, excessive cleaning, excessive set up, damages or College personnel required to be on site outside of normal operating hours will be assessed as necessary. Vernon College reserves the right to amend or cancel a reservation due to extenuating circumstances

Organized community/civic/school groups which meet for short periods of time, during normal operating hours, and do not require any additional maintenance, custodial, or security services may be exempt from all charges upon approval by the President but must be scheduled by completing and submitting a Facility Reservation request form located on the Vernon College website beneath the ABOUT tab.

Requesting Facilities

A Facilities Reservation Request Form is available on the Vernon College web site under the ABOUT tab. Tentative reservations can be made at any time by submitting the completed Facilities Reservation Request Form. Reservations will not be confirmed more than 60 days prior to the scheduled rental date. The following information is needed with every request to utilize Vernon College space:

- Contact information (name, phone, e-mail, type of organization)
- Dates/times for event
- Time for practice, additional set-up if applicable
- Specific space desired (classroom, computer lab, auditorium, etc.)
- Details of event
- Set-up needs (chairs, tables, sound, equipment, etc. including quantities)
- Estimated number of people to attend
- Other special requests

A Facilities Reservation Request form will be considered by appropriate College personnel upon completion of the Facilities Reservation Request Form. Reservations will generally only be approved for use during the regular operating hours of Vernon College and should be made at least 5 business days prior to the date needed. Reservations for use outside of normal operating hours must be requested a minimum of two weeks in advance and must be approved by the President. As a general rule, the college will not approve reservation requests for use of facilities during official closures i.e. Thanksgiving holidays, Christmas holidays, spring break, Independence Day, etc.

If the scheduled event requires set-up time, this must be specified on the Facilities Reservation Request form and will be counted as part of the facilities usage time for purposes of calculating the rental fee. Reserving parties are responsible for set-up and clean-up of the reserved space.

A rental agreement must be signed and all applicable fees must be paid, in the Vernon College Business Office, at least one business day prior to the scheduled usage.

Guidelines for Usage

- Any use of the Vernon College name or logo must be approved in writing by the Public Relations/Marketing staff prior to publication.

- Vernon College will not be held liable for accidents occurring in conjunction with events on campus nor for personal items which are lost or stolen while College facilities are being used.
- Participant activities will not be allowed to disrupt or interfere with scheduled classes or any other College activity in any way.

Facilities Usage Rates

All rates are inclusive of general use of tables and chairs. Most rates are hourly rates with a two-hour minimum.

Room	Rate
Large Classrooms (more than 40)	\$ 30
Medium Classroom (20 to 40)	\$ 25
Small Classroom (fewer than 20)	\$ 20
Computer labs	\$100
Auditorium	\$ 35
Colley Student Center (SUB area)	\$ 25
Chaparral Room	\$ 25
Vernon Campus Board Room	\$ 25
CCC Conference Room	\$ 25
STC Multi-purpose room	\$ 25
Aerobics room – Wichita Falls	\$ 50
Vernon Campus Athletic Facilities	
Gymnasium	\$ 50 or \$250/day \$250 for HS play-off games
Baseball/Softball field	\$250 for HS play-off games
Tennis Courts (must be scheduled) (No cost to service area high schools)	\$25 for camps

****Vernon College coaches may use facilities for camps, tryouts, and fund raisers at no cost**

The following additional fees will be assessed as applicable

Excessive Cleaning
Excessive set up
Repairs to Facilities
Personnel needed after hrs.
Security
Information Technology

Other expenses for excessive use or damages may be assessed if equipment is lost or broken during facilities use.

All users and guests of Vernon College facilities are expected to follow all institutional, state, local and federal policies including, but not limited to the following:

- Sale, distribution or consumption of alcohol is prohibited anywhere on campus.
- Food and drinks are only allowed in pre-approved areas and are not allowed in computer labs at any time.
- All college buildings are tobacco-free areas. Smoking is not allowed except in designated areas.
- Firearms and flammable/explosive materials are prohibited from the grounds.
- Solicitation is generally prohibited. Solicitation of any legal nature must be in accordance with institutional, state and federal guidelines and approved in advance by the office of the President.

Audio-visual equipment is available for use if requested in advance on the Facilities Reservation Request form. Equipment is available on a first-come, first-served basis in accordance with the previously-stated priorities.

Stage lights, sound systems and other select equipment must be operated by a technician provided by or approved by the College. Exceptions for outside persons to operate the sound/lighting equipment must be approved in advance.

Necessary furniture rearrangement must be listed on the Facilities Reservation Request form and is subject to approval. If furniture is rearranged, it should be back in place prior to vacating the premises. Emergency exits, disabled accesses and service doors may not be blocked at any time.

Special requests not addressed by the general policies and procedures for facilities usage at Vernon College will be considered on a case-by-case basis under the authority of the President.

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