



Title: #VII-11C. Use and Rental of Institutional Facilities

Date: November 11, 2024 (Replaces version dated May 4, 2020)

Procedures outlined below are provided in accordance with West Virginia University Parkersburg Board of Governors [Policy F-16](#), *Use of Institutional Facilities*.

A. Use of Institutional Facilities

1. The facilities of West Virginia University Parkersburg are intended for use in the conduct of its educational programs. As such, the first priority for the use of such facilities will be to support the academic, administrative and student functions of the college.
2. In its aspect of service to the public and to the community, WVU Parkersburg will also permit the use of its facilities by outside organizations as space is available and according to the procedures listed below and in [Policy F-16](#).
3. Requests for use of Parkersburg campus facilities by outside agencies and organizations are directed to the WVU Parkersburg Campus Safety Campus & Events Coordinator or designee. The WVU Parkersburg Campus Safety & Events Coordinator or designee will generate contractual agreements to reflect the projected use of facilities. Space rental is not confirmed until the contractual obligations are met.

B. Rental of Facilities to Outside Agencies and Organizations

1. In accordance with the policies of the West Virginia University Parkersburg Board of Governors, West Virginia University Parkersburg may make its facilities available to the benefit of the community for any educational, training, cultural or civic purpose which does not conflict with the ongoing programs of the college. Rental of college facilities is governed by the laws of the State of West Virginia, policies of the WVU Parkersburg Board of Governors, and guidelines established by WVU Parkersburg. The use of facilities under these policies is not precluded on the basis of the sponsor's political philosophy, race, religion or creed, as long as the activities to be conducted are legal.
2. Priorities for the use of college facilities are listed below:
 - a. WVU Parkersburg classes
 - b. Programs offered by WVU Parkersburg
 - c. Other WVU Parkersburg institutional, administrative, or student activities
 - d. Classes offered at WVU Parkersburg by cooperating State institutions
 - e. Institutional or administrative activities of these cooperating institutions
 - f. *Non-instructional/non-administrative functions involving WVU Parkersburg personnel and associated agencies (Fee may be waived.)

- g. *Rentals of community service (Fee may be waived.)
- h. *Other rentals

*Defined as outside agencies or organizations

C. Procedures:

1. Requests for facilities by outside agencies or organizations are initiated by completing the rental contract and providing proof of liability insurance.
2. All rentals require that college supervisory personnel be present throughout the rental period. The cost of this supervision is in addition to the basic rental fees.
3. All rental fees are to be paid in advance or supported by the organization's purchase order to be billed within 30 days.
4. Rental contracts bind renter to legal responsibility for damages. Under no circumstances will a rental be permitted which might be expected to cause damage to any portion of the facility. Potentially damaging activities may require the issuance of a security bond.
5. Renter must provide a certificate of insurance demonstrating coverage for liability and property damage in accordance with [Policy F-16](#)
6. The concurrent sale of merchandise during the renter's use is subject to prior approval and may require provision of commission payments to the college.
7. Rental contracts bind renter to accept responsibility for adherence to applicable state legal and fire codes as well as regulations imposed by the college. Specific attention must be placed on NFPA Section 101, Chapters 9 and 31, regarding flammable decoration and scenery. No pyrotechnic devices are permitted. All temporary electrical installations must be according to applicable codes.
8. Under no circumstances is the rated seating capacity of any facility to be exceeded.
9. Renter is expected to adhere to college parking regulations.
10. All renters must give preference to the college food service for catering.
11. The rental agreement may not be assigned to a third party.
12. The basic rental fee does not include costs for special set-ups, staging, lighting, seating, audio/visual equipment, athletic equipment, necessary staff support, or automatic timing devices, when available. These requests are added separately, in advance, to the rental contract.
13. College personnel assigned for supervisory purposes are not to function in any support role to the rental activity.
14. The selling or serving of alcoholic beverages is prohibited.

15. Renter is expected to remove all decoration or other materials from college facilities by the end of the rental period.
16. Confirmation of rented facility availability is by signed contract only. Prior acknowledgement that space is available does not commit space to renter without signed contract.
17. Charges for custodial services for cleanup are at the discretion of the college and will be applied in advance, if deemed necessary, or added following the rental as conditions dictate.

D. Rental Fees

The rental fee is the basic rate charged to cover the cost of utilities and wear and tear. Additional charges beyond the rental fee will be added for supervision, special services, custodial services and equipment rental. The basic rental fee reflects an 8-hour rental period. Utilization beyond the initial 8 hours will be prorated as a portion of the initial cost.

Room/Area	Seating Capacity	Cost per 8-Hour Rental Additional charges may apply.
Multipurpose Room	Varied per event 800 maximum	\$400.00
College Theater	112 fixed seating 4 ADA positions	\$ 275.00
Computer Lab	Varied per computer lab	\$250.00 for 24 stations \$10.00 for each additional station after 24 stations
Parking lot Outdoor Assembly	N/A	\$100.00
Standard Classroom	Varied per classroom Maximum 45	\$100.00
Large Classroom	Varied per classroom 46+	\$125.00
Student Lounge	Varied	\$275.00

E. Other Charges

Item	Description	Cost
Table		\$5.00 per table
Chairs		\$1.00 per chair
Staging	Varied size and height	\$250.00 minimum
Stage Curtains	Varied per request	\$150.00 minimum
Stage Lighting	Varied per request	\$200.00 minimum
LCD Projector		\$150.00
Sound reinforcement	Varied per request	\$100.00 minimum

General Supervision	Varied rate per event	\$50.00 per hour minimum
Item	Description	Cost
Technical Support Staff	Varied rate per event	\$50.00 per hour minimum
Custodial Service	Varied rate per event	\$35.00per hour minimum
Security Guard	Varied rate per event	\$40.00 per hour minimum
Police Officer	Varied rate per event	\$60.00 per hour minimum

At the discretion and with the purpose of nurturing good will in the communities served by WVUP, the President or designee may waive all or any portion of the normal rental fees associated with any facility or event.

Exceptions to these guidelines require the advance approval of the President and compliance with all applicable laws, regulations or policies.

**Responsible Administrator: Executive Director Maintenance & Facilities Management,
304-424-8265**