



Facility Rental Rules and Regulations

1. **Additional Space.** Users agree not to use other office work areas, staff computers, staff phones, or other areas of the building. Use is limited to the spaces rented/assigned, common areas such as lobbies, and public areas such as restrooms. CFCC can add space to your contract based on availability. Call or email your contact person to create an addendum to modify your contract.
2. **Advertising/Marketing.** Any use of the CFCC name, logo, building photos, or any other representation of CFCC must be approved by the CFCC Community Relations department before being used, distributed, published, or broadcast.
3. **Alcoholic Beverages.**
 - a. If you are serving alcohol on any CFCC campus, you must obtain a \$1,000,000 alcohol liability insurance policy listing CFCC as certificate holder and additional insured.
 - b. By NC law, no one under age 21 may consume alcoholic beverages. User agrees that there shall be no consumption of alcohol by persons under the age 21. Further, the User shall monitor all service, if any, of alcohol and specifically acknowledges that User is solely liable for the consumption of alcohol by any person on the Premises.
 - c. CFCC may ask guests for identification to verify age. CFCC reserves the right to ask the entire party to leave if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor; or 3) a guest or guests appear intoxicated and refuses to leave the Premises.
 - d. Alcohol must be attended at all times by the User or User's designee. Alcohol may not be delivered the day before an event.
 - e. No beer kegs are allowed on campus. Beer must be served in bottles or cans.
 - f. Beer and wine do not require an ABC permit. If you are serving hard liquor, a permit is required.
 - g. All alcohol must be served and consumed within the space being rented by the User. No alcohol is permitted anywhere outside the building. This includes outside the front door, the parking lots/decks, and rear of the building.
 - h. Only caterers and persons holding the appropriate liquor licenses and permits will be authorized to dispense liquor, and only from a bar area.
 - i. No cash bars are allowed on a community college campus in North Carolina.
 - j. User shall indemnify and hold CFCC harmless from all liability for improper use of alcohol.
4. **Americans With Disabilities Act (ADA Access).** CFCC is in compliance with accessibility as defined by the Americans with Disabilities Act (ADA) for wheelchairs and the physically challenged. Restrooms and all doorways throughout CFCC campuses are wheelchair accessible. Both the Nutt Street and Hanover Parking Decks downtown have parking spaces on the first and second levels, available on a first-come, first-served basis for vehicles with universal accessibility tags, as well as surface parking lots. All entrance doors to campus buildings have either flush-mount doors or accessible ramps and are compliant with current ADA standards. A portable lift elevator is located in the Union Station auditorium (U-170) and in the BB&T Auditorium at the north campus (Castle Hayne, NC) for wheelchair access to the speaking/performing floor.
5. **Animals.** Only service animals are allowed on CFCC premises.
6. **Artwork.** CFCC has an extensive collection of artworks throughout its campuses. Contact the CFCC Events Department to discuss placement of chairs, tables, easels, etc., in front of the artwork.

7. **Audio/Visual Needs.** A/V equipment is provided at no cost to the User. CFCC offers in-house audio/visual services and can assist with your sound, slide, and audio projection, lighting, computer/projection interfacing, etc. CFCC must supervise any connections made to our audiovisual systems. Costs associated with these services are available from the CFCC Events Department.
8. **Automated Teller Machines – ATM.** CFCC provides one ATM in the “S” (McLeod) building on the main (2nd) floor.
9. **Balloons.** See **Decorations.**
10. **Banners.** See **Decorations.**
11. **Behaviors.** Rude behavior towards CFCC staff or other hired staff will not be tolerated. Repeat offenders may be barred from use of CFCC facilities.
12. **Bus Transportation.** See **Transportation.**
13. **Calendar Postings.** Events held on any campus at CFCC are posted on the CFCC Campus Events Calendar. If, for any reason, you do not wish to have your event publicized in this manner, please consult with the CFCC Event Department.
14. **Caterers.** See Section IX, Food Service and Catering.
15. **Children.** CFCC recognizes that events often include children. We require parental supervision at all times inside and outside the CFCC premises. Running, throwing, standing on window ledges, and/or on tables is prohibited.
16. **Cleanup.** CFCC provides Custodial Services for each event, billed at an hourly rate according to the number of people at the event. CFCC will empty normal trash, including cardboard boxes, before, during, and after events. User shall adhere to the following instructions for cleanup of the facility:
 - a. User or Caterer: Table trash, cups (contents being emptied into sinks), plates, plastic ware, cake, food, decorations, centerpieces, etc. will be gathered and placed in CFCC-provided trash bags.
 - b. Restrooms. CFCC staff will empty trash from restrooms during and after the event. All decorations, cups, plates, glasses, etc. will be gathered by Caterer or User and placed in CFCC-provided trash bags or otherwise taken off CFCC premises.
 - c. Outdoor Terrace. Caterer or User will pick up decorations, trash, cups, plates, glasses, etc., from any CFCC outside terrace area and place in CFCC-provided trash bags.
 - d. If you have leftover food, please do not give it to our staff. Contact the CFCC Events Department, and they will take care of any leftovers for you.
17. **Computers.** Rental spaces at CFCC are equipped with computers on carts, screens that descend from the ceiling, and whiteboards. If you need access to our computers, projectors, screens, etc., a Guest Account with user name and password will be issued to you before your event. CFCC has VGA connections as opposed to HDMI. If you choose to bring a laptop, also bring an HDMI adapter or a flash drive so you may connect to our equipment. **UNDER NO CIRCUMSTANCES ARE CFCC COMPUTERS TO BE UNPLUGGED, DISCONNECTED IN ANY WAY, OR OTHERWISE DISABLED.**
18. **Contract.** Facility space and dates are considered confirmed or under contractual commitment only upon execution of a contract by the User and CFCC specifying all details of the commitment, and receipt of specified deposit. Space and dates are considered tentative until that time. A contract is required for all events external to college functions.
19. **Contract Violations.** Cape Fear Community College (CFCC) reserves the right to terminate this contract immediately and without refund if the lessee, or any of their agents, vendors, guests, or participants, violates any term or condition outlined in this agreement, including but not limited to misrepresentation, failure to comply with CFCC policies, damage to property, or any conduct deemed unsafe, unlawful, or disruptive. Termination under this clause does not relieve the lessee of any financial or legal responsibilities incurred prior to or as a result of the violation

20. **Courtyards, Amphitheater, Patios.** Several outdoor spaces are available for events. For space rental rates, equipment, technical, and other needs, please consult the CFCC Events Department.
21. **Credit Cards.** Aside from personal or bank check payments, American Express, Discover, Mastercard, and Visa are accepted forms of payment for services at CFCC. Cash and personal checks are also accepted with conditions.
22. **Dance Floor.** Events with entertainment are required to contract the installation of an approved dance floor.
23. **Decorations.** User agrees that decorations shall NOT be attached to the walls, ceilings, existing wall decorations, artwork, woodwork, ceiling fixtures, columns, windows by use of nails, scotch tape, staples, etc. Decorations may not block doors, fire extinguishers, sprinklers, any emergency equipment, emergency exits, lighting systems, or security systems. **NEITHER GLITTER NOR CONFETTI CAN BE USED IN ANY PART OF THE FACILITIES.**
24. **Deliveries/Shipments.** CFCC can accept small packages for events prior to an event. When shipping to CFCC, ensure you address the item/box to CFCC Events Department, 411 N. Front Street, Wilmington, NC 28401. CFCC is not responsible for these items, whether broken, damaged, lost, or misplaced. CFCC is not responsible for payment or shipments leaving the building.
25. **Deposits.** Deposits for space rental or other provisions are indicated on the contract and are due according to the schedule outlined. Additional deposits for equipment or services may be due prior to your event to cover unanticipated costs.
26. **Diagrams/Room Layouts.** A complimentary floor plan can be created for some rooms by the CFCC Event Department. Additional plans can be created for additional charges.
27. **Disaster Emergency Procedures.** In the event of an emergency, CFCC has a plan in place in accordance with the City of Wilmington and New Hanover County. We will close the facility and alert our customers accordingly. For more details, please contact the CFCC Events Department.
28. **Electrical Services.** CFCC is the exclusive provider of electrical services within CFCC. No changes are to be made or access to electrical panels/systems without written approval from the CFCC Events Department. CFCC does not supply power strips or extension cords. If the User obtains approval for use, only 3-prong, grounded, non-taped extension cords may be used. Two-prong residential cords are prohibited. A \$500 fee will be assessed to the User for any unauthorized access to CFCC electrical systems or for the use of inappropriate equipment.
29. **Emergency Procedures.** CFCC recommends that life safety be considered in the planning stages of all events. Prior to your event, Security personnel can indicate the locations of fire extinguishers, defibrillators, and first aid kits.
30. **Entertainment.** Amplified and/or live music is allowed, providing the sound level does not interfere with other events or classes in the building. Please inform entertainers that CFCC staff reserve the right to determine appropriate sound levels for everyone's benefit.
31. **Equipment Rental.** A certain number of tables and chairs are included with your space rental. Additional tables and chairs may also be included if available. Audio/visual equipment (projectors, screens, microphones) are included at no charge in most spaces. Fees for technicians to set up and run the A/V equipment can be discussed with the CFCC Events Department.
32. **Event Types.** CFCC reserves the right to schedule events that serve the mission of the College.
 - a. Events such as weddings, social parties, specific athletic events, etc., are not hosted at CFCC.
 - b. CFCC does not rent space for the purpose of soliciting funds or services.
 - c. Outside groups may not use college facilities for fundraising, commercial ventures, personal use, or personal financial gain.
33. **Fire Arms.** Personal possession of firearms is prohibited within all CFCC facilities with the exception of law enforcement officers with jurisdiction.
34. **First Aid.** Your Event Worker knows the location of a First Aid Kit close to your event location. Please ask for the location of this necessary amenity before the beginning of your event.

35. **Fog/Smoke Machines.** For public safety, fog/smoke machines are not allowed on CFCC campuses/facilities.
36. **Force Majeure.** Neither party (CFCC or User) will be liable for its obligations of the contract if the default or delay arises out of causes beyond reasonable control, including failures or interruptions of communications, equipment of third parties, acts of God, acts of war, acts of government authority, contagious disease or health emergency, insurrection, earthquakes, fires, cable cuts, floods, terrorism, or riots. The party claiming excuse by Force Majeure will immediately notify the other and describe the circumstances causing such delay. A Force Majeure event shall not extend the term of the contract. If a Force Majeure event prevents the User from accessing or using the premises during the term of the contract, then the User shall have no further right or claim to use of the premises.
37. **Fronting.** CFCC-affiliated groups may not reserve space on behalf of non-CFCC-affiliated entities. Violations are subject to penalties (i.e., fines, suspension of rental privileges, denial of future applications, or immediate revocation of approval if discovered before the event..
38. **Furniture.** CFCC will set up tables and chairs as agreed to with the User and CFCC for the scheduled event. No CFCC equipment, such as tables, chairs, audiovisual equipment, etc., are allowed to leave the premises.
39. **General Information.**
 - a. CFCC does not supply staging, dance floors, or linens.
 - b. No CFCC refrigerators, ice machines, or break rooms are accessible to the public.
 - c. No access to CFCC kitchens per the New Hanover County Health Department.
 - d. NO TAPE OR OTHER ADHESIVES ALLOWED ON THE WALLS OR WINDOWS.
 - e. Only Gaffer's or Painter's tape is allowed on the carpet.
 - f. User is not allowed to use CFCC equipment such as ladders, stanchions, extra tables, chairs, etc., without permission from the CFCC Events Department.
 - g. User is not allowed to move furniture without express permission from the CFCC Events Department. Much of our furniture is hardwired to the floor and moving it will damage the furniture as well as the connections.
 - h. CFCC signs and easels are not to be moved or used for outside events.
 - i. Do not hang *anything* on window blinds.
40. **Glitter, Streamers, and Confetti.** They are not permitted at events on CFCC campuses. There will be a \$250 cleanup fee for events using glitter, streamers, or confetti. Any costs incurred by CFCC for the removal/cleanup of these items will be charged to the User.
41. **Hazardous Waste Materials.** No hazardous waste material is allowed on CFCC campuses.
42. **Helium Balloons.** The use of Helium balloons at events on CFCC campuses is strongly discouraged. Balloons cause both a safety hazard when they rise to the lighting and electrical systems housed in the ceiling, as well as to personnel who must retrieve stray balloons that become entangled in facility structures. If allowed, balloons must be blown up off-campus. No helium tanks are allowed on campus.
43. **Hours of Operation.** As a college, CFCC campus buildings are open from 8 am to 10 pm weekdays unless otherwise posted. For changes to the hours for access to the rented space, please consult the CFCC Events Department.
44. **Insurance.** The User of specific CFCC premises must have insurance coverage in effect during the entire contract period including move-in, event days, and move-out. The CFCC Events Department, upon consultation with CFCC Administration, reserves the right to cancel the event or to cause the contract to be terminated upon failure of the User to provide proper verification of insurance within the specific period. Requirements for Certificate of Insurance.
 - a. Name of Insured on certificate must be same as the name on the contract.
 - b. Certificate holder must read: Cape Fear Community College, 411 N. Front Street, Wilmington, NC 28401
 - c. Additional insured: Cape Fear Community College
 - d. For Daniels Hall and BB&T Auditorium:

- A. \$1,000,000 Bodily Injury and Property Damage per occurrence. Coverage shall include: Premises and Operations, Contractual, Personal Injury, Independent Contractors, and broad form property damage
 - B. If alcohol is served, liquor liability must be included.
- 45. **Internet.** CFCC is the exclusive provider for wired and wireless network services on CFCC campuses. CFCC offers free wireless service with speeds up to 128kbps connection throughout each campus. The User and their guests accept complete responsibility to ensure that all files are adequately duplicated and documented. CFCC is not responsible for the customer's failure to do so, or for the cost of reconstructing data stored on disc files, tapes, memories, flash drives, etc., lost during the performance of service under this contract. CFCC will not be held liable for loss of funds contained in, dispensed by, or associated with any services under this contract.
 - a. For wireless services, the process is automated: open a browser, select Surf CFCC Guest, and enter the required information (your personal email address).
 - b. For a private wired connection, you will receive access to the Internet via a guest account (User ID and password). For details, please consult the CFCC Events Department.
 - c. Please note: The Internet is a public domain. CFCC does not guarantee the performance of any connection beyond the facility. CFCC has no control over, nor is it responsible for the external performance once the network traffic leaves the CFCC network.
- 46. **Invoices.** If your organization requires an invoice for contract payment, indicate so on the contract and inform the CFCC Events Department.
- 47. **Kitchen.** The Union Station Kitchen is not available to Users. This facility is used as part of the Cape Fear Community College Culinary School. A separate space is available to caterers for events.
- 48. **Loading Zones.**
 - a. The Loading Zone for events in Union Station is located on Second Street.
 - b. Do not block other parking spaces while loading or unloading your vehicle.
 - c. No vehicles are allowed on the sidewalks or brick pathways around Union Station.
 - d. Rolling carts are available for your use by request.
 - e. Vehicles must be loaded or unloaded and immediately moved so that other vehicles may do the same.
 - f. The Loading Zone for the north campus McKeithan Center is under the canopy just in front of the building.
- 49. **Meeting Rooms.** CFCC contains numerous classrooms and meeting rooms along with several ways of setting up your event (classroom style, theater, banquet, etc.). Classrooms are expected to stay in their original setup so that instructors and students can continue their programs of study without interruption. Conference/exhibit/meeting/breakout rooms are set up before your event per your specifications when possible. Any additional setup or major changes to the original setup will incur additional charges. Please consult the CFCC Events Department for help in determining the best setup for your event space.
- 50. **Misrepresentation.** Any misrepresentation on the application—including but not limited to inaccurate disclosure of attendance numbers or event status (public vs. private)—may result in fines, suspension of rental privileges, denial of future applications, or immediate revocation of approval if discovered before the event.
- 51. **Music.** CFCC reserves the right to adjust the volume levels at any event. No organs or pianos may be brought into CFCC facilities. Keyboards may be allowed based on the location of the facility/room of the event, proximity to active classes, and time of day.
- 52. **OSHA Regulations.** Compliance with OSHA regulations is the responsibility of the User and its contractors.
- 53. **Outdoor Terrace/Courtyard Areas.** The outdoor Terrace of Daniels Hall is available for use with the Conference Hall. Other Terrace options are available on campus. CFCC is a non-smoking campus. No smoking is permitted anywhere on campus, including outdoor areas such as the

Daniels Hall Terrace, Union Station Courtyard, McKeithan Center Patio, or any other outdoor space.

54. **Packages.** For safety and security reasons, cartons, packages, or other containers brought in or removed from CFCC facilities may be subject to inspection.
55. **Parking.** CFCC's downtown campus has several surface parking lots and two parking decks. Visitor parking is located on 2nd Street between Walnut and Red Cross Streets and is available by parking pass only. For external events, the Nutt Street and Hanover Street decks are open for \$10 per day, payable by credit/debit card – no cash as the deck is not manned. CFCC surface lots are by parking pass only during campus hours or \$10 per day for event parking. Parking at the north campus during daytime school hours is by parking pass through the CFCC Safety Officer or Events Department. Rental of parking lots for guaranteed parking can be arranged by contacting the CFCC Safety Officer at 910-362-7279.
56. **Personnel Costs.** Custodial Services, Event Worker fees, Security officers, and AV support personnel will be assigned to a rental contract based on need and CFCC policy. Rates for these personnel are normally \$45 per person per hour with four-hour minimum.
57. **Pets/Animals.** See Animals.
58. **Pipe and Drape Exhibit Booths.** CFCC does not provide pipe and drape for exhibit booths but can offer recommendations for these resources. Please consult with the CFCC Events Department.
59. **Photography.** CFCC retains the right to take photos of events for its own records and for publicity purposes.
60. **Popcorn and Popcorn Machines.** You may bring a popcorn machine on campus, but only for display. Popping popcorn is not allowed. You may bring large bags of popcorn and fill smaller bags from it.
61. **Printing/Faxing Services.** CFCC is unable to provide printing or faxing services on campus for rental events/meetings.
62. **Priorities.** The scheduling of academic classes shall take precedence over all other uses of state-funded and state-leased facility spaces. CFCC reserves the right to cancel, relocate, or reschedule any non-college event if the reserved space is subsequently needed for academic instruction or related purposes. CFCC will make reasonable efforts to provide advance notice and, when possible, assist in finding an alternative location or time for the affected event.
63. **Public Areas.** Hallways, lobbies, elevators, and stairwells are considered public areas and are not under contract control. As such, the following guidelines apply:
 - a. Users having temporary activities in public areas must seek approval from the CFCC Events and provide insurance for those areas.
 - b. Only painter's tape or Gaffer's tape is allowed on floors in event spaces and only then with written permission from the CFCC Events Department. If any other tape is used and leaves a residue, CFCC will charge for its removal. No tape of any kind is allowed on walls, columns, or windows in CFCC buildings.
 - c. Passenger elevators in Union Station may not be used to transport freight, food, or equipment. The Service Elevator on the 2nd Street entrance is to be used for this purpose. Elevators in other buildings may be used for equipment and food; however, any one thing weighing more than 100 pounds must be cleared through the CFCC Events Department.
 - d. No candles, except Sterno, for keeping food warm, are allowed anywhere on the CFCC campus for events.
64. **Pyrotechnics.** The use of pyrotechnic displays is prohibited on any CFCC campus.
65. **Registration.** CFCC campuses have a limited amount of space available for registration. All hallways and doors must remain clear at all times. Displays/registration tables should in no way impede traffic through any area.
66. **Rental Procedure.** Rental inquiry may be made by phone (910-362-7488), or through the CFCC website – <http://cfcc.edu/rent-event-space>. An appointment will be made at your convenience so

that you may tour the facilities and discuss the services you need. A sample contract can be made available. After confirming the scheduling of your event, a contract will be drawn up for your signature. A schedule for full payment of your rental fees will be included as part of the contract.

67. **Room Setups and Changeovers.** For large meetings, exhibits, and conferences, CFCC may be able to provide your initial room setup in the style you request – theater, banquet, classroom, exhibit, conference-style, as part of your contract. Each space has a specific number of tables and chairs available to it. Additional tables and chairs must be obtained (rented) by the User. Podiums are provided at no charge based on availability. **CFCC does not provide linens, stages, dance floors, dishware, glassware, or flatware.** CFCC Security guards are not authorized to assist with the event setup or breakdown except in performing security functions as directed by authorized CFCC personnel.
68. **Safety and Fire Code Requirements.** The safety of all occupants in CFCC facilities is of primary concern. Any unsafe condition or activity should be immediately reported to CFCC Security and supervisory personnel of the responsible party to ensure corrective measures.
 - a. The User must comply with local fire codes and may want to meet with the Fire Marshall for approval of the event setup before the event.
 - b. No electrical appliances (ovens, irons, curling irons, etc.) can be left unattended.
 - c. Nothing can obstruct the view of a fire alarm (step-and-repeat booths, exhibits, pipe and drape, etc.)
 - d. No tables, chairs, pipe and drape, or any other obstruction in front of any Exit door are allowed at any time.
 - e. No candles are allowed in Union Station except Sterno under chafing dishes.
 - f. Extension cords may only be used with equipment less than 6' feet away. No extension cords may cross the expanse of the room.
 - g. If tripods are used for lighting or cameras, the base must have sandbags and some way to draw attention to the trip hazard (ferns, flowers, cones, etc.)
 - h. No butane, propane, or helium containers are allowed on CFCC campus inside the buildings.
 - i. No fog machines are allowed.
69. **Security.** CFCC Security services will be assigned to all major events. Charges for this service will be included in your contract. For smaller events, Security staff are assigned to specific buildings and routes 24 hours per day, 7 days per week. Security Officers are not allowed to open doors or areas not associated with your contract. Rates may vary due to the complexity and/or purpose of an event and will be quoted accordingly. CFCC reserves the right to require Users to contract with the Wilmington Police Department for their contracted events.
70. **Setup/Breakdown.** For large events in Daniels Hall downtown or the BB&T Auditorium (Castle Hayne campus), Setup and Breakdown services (tables, chairs, podiums, computer carts) are performed by Maintenance personnel. Charges for this service are reflected in the rental contract.
71. **Smoking.** CFCC is a non-smoking campus. No smoking, tobacco, or vaping of any substance is allowed on any campus at any time. Smoking is only allowed on city sidewalks or designated areas.
72. **Sound System.** Large CFCC facilities (BB&T Auditorium, Daniels Hall, Union Station Auditorium), each have sound systems installed in the spaces. Use of these systems and microphones is offered at no extra charge. If a CFCC technician is required to be present, additional charges may be incurred. CFCC reserves the right to adjust volume levels of events held in CFCC facilities.
73. **Taxis/Uber.** A number of Taxi and Uber services are available to service CFCC facility locations. Please consult the CFCC Events Department regarding needs for your event/guests. CFCC encourages alternate transportation with alcohol consumption.
74. **Telephone.** Telecommunication is available at CFCC facilities on a limited basis. Classrooms do not have telephones; however, if you need telephone service for your meeting, please inform the

CFCC Events Department when reserving your event space, so that your needs may be accommodated in an appropriate space.

75. **Tents.** CFCC does not provide tents, arbors, dance floors, or staging. The use of tents, arbors, and their placement must have the approval of the CFCC Events Department.
76. **Transportation.** If your group requires transportation to hotels or off-property trips, we suggest assistance from the Wilmington & Beaches Convention & Visitors Bureau (CVB) at 910-341-4030. The CVB can put you in touch with local bus and trolley companies.
77. **Vehicles On-Site.** Vehicles may be a part of an exhibit or event; however, they are not permitted inside any CFCC facility. For recommendations on how to display a vehicle, consult the CFCC Events Department.
78. **Utilities.** Installation of all utility services involving electrical, air, water, water drainage, or internet/phone connections must be performed or supervised by CFCC personnel. CFCC does not have extension cords, spotlights, light fixtures, or other electrical equipment available for use or rent. Under no circumstances will distribution panels or mechanical equipment or closets be blocked or have access impeded. Floor boxes may only be accessed by CFCC personnel.