



Amarillo College®

# Amarillo College

Downtown Campus Facility Usage Policies and Agreement

1314 S. Polk  
Amarillo, TX 79101

p. (806) 371-2900

[org-acdowntownce@actx.edu](mailto:org-acdowntownce@actx.edu)  
[www.actx.edu/ce/downtown](http://www.actx.edu/ce/downtown)

# General Policies

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## Rental Agreement

The Amarillo College Downtown Campus is available for any **college** sponsored/hosted event in support of college social and educational programs. **Non-college** events may rent the facility for workforce training and related activities under the guidelines and policies detailed in this document. **Activities prohibited include any fund raising, marketing, sales, or the promotion of partisan causes.** Clients who have been approved to use the Downtown Campus facilities must fully complete and sign the facility Rental Use Agreement. The room will be confirmed once the signed and dated agreement is received back in our offices via electronic or hard copy. The certificate of insurance explained below must be received in our office 5 business days prior to event start.

**The lessee shall provide a certificate of insurance showing evidence of general liability coverage with minimum limits of \$1,000,000 per occurrence and in the aggregate. The certificate must evidence that the general liability policy has been endorsed to name Amarillo College as an additional insured.**

## Cancellation Policy

If you need to cancel a room after the room has been confirmed, there will be no charge if cancelled at least 5 business days prior to event start date. If cancelled less than 5 business days prior to event, a 25% fee will be charged on the basic room rate for the time period booked.

Inclement weather: If a rental is cancelled by the facility user due to inclement weather but the college is still officially open, standard cancellation fees apply. If the college is officially closed due to inclement weather, all classes and events will be cancelled and no fee is charged. College closure will be announced on local media.

## Room Rentals

Room rentals will be in 4 hour increments. Unless other arrangements are agreed upon in advance, rental fees will be charged in accordance with Amarillo College's standard rate schedule and is due and payable within 30 calendar days from the invoice date.

The Downtown Campus management reserves the right to move any scheduled activity to another comparable room.

## Decorations and Room Setup

See rental rate sheet for a description of what is included in standard room set up for each room type.

Facility users wishing to arrive more than 30 minutes prior to their event to set up their meeting/event rooms, displays, etc. must make prior arrangements with the Downtown Campus staff.

**Decorations may not be attached directly to any part of the building structure or surface without prior approval from AC staff.**

Rooms will be prepared based on the room setup described in the “Facility Usage Agreement” form. Substantial changes to the room setup requested less than 24 hours prior to the class/event up to the start of the event will incur a room customization fee and furniture moves may only be moved by Amarillo College staff. Furniture may not be moved by the facility user. If an event setup form is not received, Amarillo College reserves the right to setup the room based on event type and provided attendance. Changes to this default setup will incur a customization fee.

All equipment, supplies and materials belonging to the facility user must be removed at the conclusion of the event or additional fees may be assessed for removal and/or cleanup. Such fees will be commensurate with Amarillo College’s standard rate schedule and will be billed in four-hour increments. Should any of the above named items interfere with another scheduled event, the Downtown Campus reserves the right to move the items into temporary storage. The facility user will be responsible for all transportation and storage costs. Amarillo College does not accept responsibility for lost or stolen equipment/materials which are shipped, stored, used or left at training sites or on Amarillo College property.

### **Marketing/Advertising**

Signs, posters, booths, decorations etc. may not be displayed on Amarillo College property without the consent of the Amarillo College administration.

**The sales of services, materials, supplies, food and drinks in connection with the use of these facilities is prohibited.**

**Unauthorized use of the Amarillo College logo in any form, whether partial or whole in print or digital media, is strictly prohibited in marketing, advertising and presentation materials for your event.** For questions regarding usage of the Amarillo College logo, contact MJ Coats at [mcoats@actx.edu](mailto:mcoats@actx.edu), or (806) 371-2970.

Please identify the Downtown Campus location in the following format:

Amarillo College Downtown Campus  
1314 S. Polk Street  
Amarillo, TX 79101

### **Food and Beverages (including alcohol and tobacco use)**

Hospitality packages are available through the Downtown Campus Operations Team. However, if an outside food vendor is used, the facility user will be responsible for making arrangements for any food items or drinks and may use any caterer. The facility user will be responsible for food safety and quality provided by outside vendors.

Food and drinks are not allowed in the computer classroom (room 126).

The use of alcohol and tobacco is not permitted at the Downtown Campus. Effective August 1<sup>st</sup>, 2016, smoking of any tobacco products and the use of electronic or vapor smoking devices are prohibited on all Amarillo College property, in buildings and facilities on all campuses and locations, including parking areas, green spaces, and walkways.

## **Safety and Security**

In the event of an emergency, the facility user should contact the Amarillo College campus Police at 371-5911 and then Downtown Campus staff at 371-2900. Facility users must follow instructions given by Amarillo College staff.

In the event of a college emergency, Amarillo College reserves the right to cancel the use of the facility or move any scheduled activity to another room or facility. Any additional rental fee would be waived.

Minors involved in the use of the facility or accompanying individuals using the facility must be under the supervision of the parent, guardian or adult event representative at all times.

## **Miscellaneous Information**

Lost and found articles will be kept for a period of 30 days. Every attempt will be made to contact facility users for items of considerable value, however Amarillo College will not be responsible for any items left in the facility after an event.