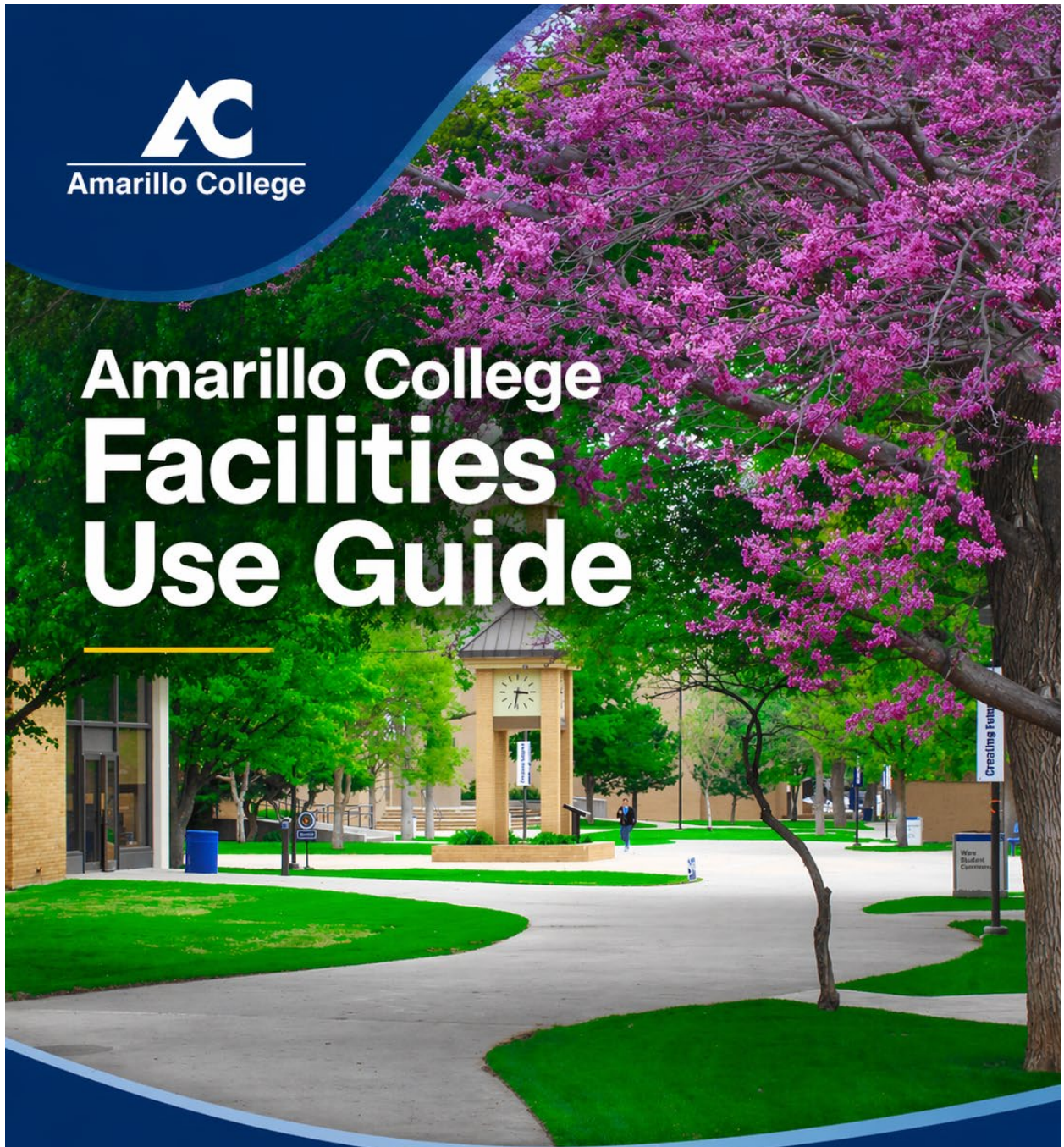




Amarillo College Facilities Use Guide



COMMUNITY
Built for our
community



ACCESSIBLE
Spaces that
welcome all



COLLABORATIVE
Supporting connection
and innovation



SUSTAINABLE
Committed to a
better future

Approved: 05.19.2026
Revised: 05.20.2026

The grounds and facilities of the College District are available to members of the College District community and community organizations, including College District support organizations, when such use is for educational, recreational, civic, or social activities and the use does not conflict with use by the College District or any of the [policies](#) and procedures of the College District.

The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, nonprofit organizations may conduct fundraising events when these activities do not conflict with college use or with its policy.

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1. Contact the College Site

Please contact the Site Event Coordinator to determine availability on the date(s) and time(s) being requested. Consider visiting the site to tour the facility. A *Facilities Use Agreement* must be completed to hold a request.

East Campus806.335.4351

1401 J Ave

Amarillo, TX 79111

Website | [Campus map](#) | [Room options](#)

Everett and Mabel McDougal Hinkson Memorial Campus (Hereford).....806.379.2700

1115 West 15th Street

Hereford, TX 79045

[Website](#) | [Campus map](#) | [Room options](#)

Innovation Outpost.....806.371.2912

1220 S Polk St

Amarillo, TX 79101

[Website](#) | [Campus map](#) | [Room options IO](#) | [Room options Downtown Campus](#)

Moore County Campus (Dumas)..... 806.934.7220

1220 E 1st St

Dumas, TX 79029

[Website](#) | [Campus map](#) | [Room options](#)

Moore County Career and Technical Center.....806.379.2726

115 Success Blvd

Dumas, TX 79029

[Website](#) | [Campus map](#) | [Room options](#)

Plains Boulevard Campus 806.457.4450

First Responders Academy

3891 Plains Blvd

Amarillo, TX 79102

[Website](#) | [Campus map](#) | [Room options](#)

Washington Street Campus

2011 S. Washington

Amarillo, TX 79109

[Website](#) | [Campus map](#)

College Union Building ([Room options](#)) 806.371.5123

[FirstBank Southwest Center \(Court options\)](#)..... 806.371.2909

Student Life Conference Center ([Room options](#))806.371.5431

West Campus

6222 SW 9th Ave

Amarillo, TX 79106

Website | [Campus map](#) |

Simulation Center Classrooms (Room options)	806.356.3688
Lecture Hall Auditorium (Room options)	806.371.5330
Building A (Room options)	806.371.5330

2. Complete a Facilities Use Agreement

All facilities operate under separate *Facilities Use Agreements* specific to the location and applicable user rates. The user or organization will be required to provide event details and the name on the Agreement must match the named insured on the insurance certificate provided by the user or organization. Contact the specific site to discuss details of the event.

- a) [East Campus](#)
- b) [Everett and Mabel McDougal Hinkson Memorial Campus \(Hereford\)](#)
- c) [Innovation Outpost](#)
- d) [Moore County Campus \(Dumas\)](#)
- e) [Plains Boulevard Campus \(First Responders Academy\)](#)
- f) [Washington Street Campus](#)
- g) [Washington Street Campus, FirstBank Southwest Center](#)
- h) [West Campus](#)

3. Provide Proof of General Liability Insurance

The College President must pre-approve all events where alcoholic beverages will be served.



Facility users serving alcohol at their event must provide a certificate of insurance showing evidence of general liability and liquor liability coverage with the minimum amount of \$1,000,000 per incident for the entire duration of the planned event. The insurance certificate must name Amarillo College as an additional insured. Without the certificate of insurance, the agreement cannot be approved, and the event may be canceled.

A government entity may provide a letter of self-insurance in lieu of insurance certificate.

4. Forms Submission

The first priority of the college is the education of students, and certain times of the year are busier than others. Please make reservations well in advance of the date of the event or activity. The signed agreement and accompanying certificates must be received by the Site Event Coordinator at least 10 working days prior to the first proposed date, or it may not be possible to approve the use. The college requests that required documents be electronically transmitted whenever possible.

5. College Approval for Use

The Site Event Coordinator will review all documentation and approve, deny, or request additional information if needed.

Under certain conditions, the College President may [approve alcoholic beverages](#) to be served at approved events. This request is part of the *Facilities Use Agreement*.

6. Payment

Rental fees will be charged in accordance with those listed on each spaces' *Facilities Use Agreement* and is due and payable within 30 calendar days from the invoice date.

a) Facilities Room Rates

A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.

Exception: Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies. Other instances are considered on a case-by-case basis.

A [snap shot of the rooms and rates](#) are provided here for initial planning purposes. Please check with each Site Event Coordinator and their *Facilities Use Agreement* for their updated/current rates tied to their location.

All payments shall be made to:

Amarillo College

Business Office

P.O. Box 447, Amarillo, TX 79178

Or in person at the AC Business Office, Washington Street Campus, Byrd Building, 1st floor.

7. Conditions

Once the *Facilities Use Agreement* is approved, every effort will be made to accommodate the event. The college reserves the right to cease or reschedule



an event if it is determined that it may cause a disruption of, or interference with, the educational process at the facility, or if it may be detrimental to individuals or the condition of premises, or if the purpose is in competition with any of the college's programs. Amarillo College reserves the right to move any scheduled activity to another comparable room on the same campus. College facilities will not be available for rental when Amarillo College is closed for a holiday.

a) Cancellation

Amarillo College will not charge a cancellation fee if the event is cancelled at least 10 business days prior to event start date. If cancelled less than 10 business days prior to event, the deposit will be forfeited or a \$50 cancellation fee will be charged.

b) 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 may 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.

c) Audiovisual (A/V) Equipment Usage Policy

Many rooms are equipped with standard audiovisual equipment, which may include internet access, built-in computers, projectors or monitors, speakers, a document projector, and the ability to connect to a laptop. If user's laptop or other equipment requires special adapters or connections, user is responsible for providing them.

Guest Wi-Fi access is generally available.

The college's IT staff is not available to remain on-site throughout an event but may be available during normal business hours to troubleshoot if needed. In special circumstances, IT personnel may be scheduled in advance for an additional charge.

For any A/V-related questions or special requests, please contact the Site Event Coordinator prior to your event.

d) Decorations and Room Setup

The *Facilities Use Agreement* will provide a description of what is included in the 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 staff on that campus. Additional charges may apply for the setup requested the day prior to the event. Early morning, after hours and/or weekend setup or rentals may incur additional charges. (e.g., custodial, security, IT)

Decorations may not be attached directly to any part of the building structure or surface without prior approval from the Site Event Coordinator.

Rooms will be prepared based on the room setup described in the *Facilities Use Agreement*. Substantial changes to the room setup requested less than 24 hours prior to the event up to the start of the event will incur a room customization fee. Furniture may only be moved by Amarillo College staff and not 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 College 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.

e) Marketing/Advertising/Sales

Signs, posters, booths, decorations etc. may not be displayed on Amarillo College property without the consent of the Site Event Coordinator. Amarillo College shall not be responsible for, nor shall the college endorse, the contents of any materials distributed by a community member or organization. (College District Policy Section GD: Limitations on Content)

For-Profit Use: The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

Nonprofit Use: The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.

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 the event. For questions regarding usage of the AC logo, contact your Site Event Coordinator.

f) Food and Beverages (including alcohol and tobacco use)

Outside food vendors are permitted. The facility user will be responsible for arranging any food items or drinks and may use any caterer. Catering kitchens are for use to heat or store food only. Cooking in any areas inside the facility is prohibited. The facility user will be responsible for food safety and quality provided by outside vendors. Pre-approval is required for food trucks or outdoor grilling.

Food and drinks are not allowed in any computer lab.

The use of alcohol, tobacco, and electronic/vapor smoking devices are prohibited on all Amarillo College properties, in buildings and facilities on all campuses and locations, including parking areas, green spaces, and walkways. (College District Policy Section GDA)

Under certain conditions, the College President may [approve the use of alcoholic beverages](#) only to be served at approved events.



Upon Presidential approval, user is responsible to monitor and ensure that only invited guests are allowed to participate in the consumption of alcoholic beverages. The Texas Alcoholic Beverage Commission (TABC) requires that a TABC-licensed caterer/bartender be used when there is an exchange of funds at an

event at which alcohol will be serviced.

An exchange of funds includes providing a tip jar for the bartender. Alcoholic beverages must be served by an approved catering vendor. All alcohol servers of the caterer must have passed TABC's seller's and server's certification.

g) Safety and Security

The facility user is responsible for the safety of all participants during the event and for the hiring of security personnel when alcoholic beverages are provided. Amarillo College requires at least two security personnel for events over 50 guests when alcohol is served. Events not providing alcoholic beverages but anticipating 50 or more guests may be required to hire security personnel upon review of the *Facilities Use Agreement*. Amarillo College Police Department utilizes Off Duty Management (ODM) to coordinate, schedule, and bill for off-duty police services. To hire officers for events hosted at AC, contact [OfficerTRAK](#) online or by calling 877.636.8300.

In the event of an emergency, the facility user must call 911. Then contact the staff listed on the *Facilities Use Agreement*. 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.

User and their guest may not use firearms, weapons, ammunition, fireworks, explosives or dangerous and flammable materials; (b) tamper with any fire alarm or fire suppression system; (c) smoke in any building; and (d) park in fire lanes and other marked areas on and joining the college campus.

h) Custodial Services

User is responsible for maintaining the cleanliness of the event. Clean up should include removal of trash, boxes, bags, and other refuse used in preparing the event, during the day of the event, and cleaning up after the event.

i) Liability

Amarillo College shall not be liable for any personal injury or damages to personal property related to the event. Nothing herein shall be construed or interpreted to waive the college's governmental immunity as provided in the Constitution of the State of Texas, Texas Education Code and Texas Civil Practice & Remedies Code.

j) Lost and Found

Lost and found articles will be kept for a period of 30 days by Amarillo College Police Department. 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.