

Ranger College Auditorium

~User Agreement~

- **Reservations:** All reservations will go through the Assistant to the President's Office at... sfeaster@rangercollege.edu Office # 254-267-7017 Cell # 432-816-9480
- **Events:** Priority will be given to Ranger College sponsored events. The auditorium and the meeting room will be available for rental by the public being described as Lessee. Any community member or organization approved for a non-school use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the non-school use. No reservations are allowed during scheduled College Holidays.
- **Rental Rates:** Auditorium - \$200.00 per day/Meeting Room - \$75.00 per day. Building Attendant - \$20.00 per hour.
- **Insurance:** Lessee must secure a liability insurance policy for Auditorium use if required by the College.
- **Event Staff:** College staff and Lessee usage will require an attendant on duty which will be responsible for the control of the HVAC, sound system and lights. For after regular work-day hours, college staff personnel must know how to operate all the above or pay for an attendant.
- **Event Set-Up:** College staff or Lessee is responsible for securing all needed accessories such as audio/video, tables, chairs, etc.
- **Security:** An on-duty uniformed licensed officer is required for all Auditorium events at the rate of \$40.00 per hour with a two hour minimum charge. Security is to be on duty one hour prior to the event or when the doors open and remain until the event has ended and the crowd has dispersed.
- **Food and Drinks:** NO food and or drinks are allowed in the Auditorium at any time.

*I have read and fully understand the "User Agreement"

* _____ / _____
(Staff/ Lessee) (Date) (Assistant to the President) (Date)