

Bay College User Guidelines

1. The Conference Coordinator will schedule activities on a first-come, first-serve basis. When a fee is not charged, **the college reserves the right to change rooms with consideration given to the needs of the user.**
2. Bay College has contracted with Northern Noodles, LLC to provide catering. Users of Bay College facilities are required to use the services of the contracted caterer and arrangements for catering are made with the Conference Coordinator. Catering arrangements not cancelled 24 hours in advance will be billed in full, regardless of the circumstances.
3. Any entity, public, private, either for profit or non-profit use, shall hold harmless Bay de Noc Community College, the Board of Trustees, either wholly or individually, any and all employees, either wholly or individually, from any punitive action and/or costs arising from using or being granted use of the college. Users may be asked to provide proof of liability insurance.
4. Use of the Bay College name, logo and image are controlled by Bay College. Users shall not represent directly, indirectly or by implication that Bay College endorses any product, service, presentation or event associated with User's utilization of the premises. The name and location of Bay College may be mentioned in the media as often as desired prior to or during a program for the purpose of promoting the program as long as sponsorship by Bay College is not implied. If uses of the Bay College name, logo or image are desired, specific written permission must be obtained.
5. In the event of mechanical failure, inclement weather, unavailability of personnel, utility outages, fire, windstorm, flood, war or civil insurrection or other unforeseen circumstances beyond the control of Bay College, this Agreement may be canceled by Bay College. User waives any claim for damage or compensation should this Agreement be terminated by Bay College for causes not under its control.
6. Prior consent and approval must be obtained to secure signage, decorations, or other material on the walls.
7. Users of the facility are responsible for providing services and/or equipment for those with special needs, i.e. deaf, as needed by those attending their event.
8. Users shall insure that all hallways and fire exits are unobstructed at all times. Room set-up is the responsibility of Bay College.
9. User Conduct: Smoking is not permitted in Bay College buildings. It may only take place outdoors. The use of controlled substances on the Bay College campus is prohibited. No explosives, fireworks or firearms may be brought onto the Bay College campus. No alcoholic beverages shall be brought onto or consumed on Bay College premises without specific prior arrangement with the Conference Coordinator.
10. Users shall be liable for any damage to buildings or equipment other than normal wear and tear. Use of buildings and equipment to any user may be denied for previous improper use.
11. The administration shall be the sole judge of the college's policy on facility use and of misuse or damage to buildings or equipment.
12. Games of chance and lotteries shall not be permitted except as prescribed by law and with prior approval of the college.
13. A \$100 fee will be assessed any group that has signed up to use the facilities but did not cancel the use and did not show up on the day requested.
14. Users who are charging a fee to attend their function on college property will be charged a fee by the college for the use of the facilities.

Usher Protocol for the Besse Center Theater

A minimum of 2 ushers for each event scheduled in the Besse Center Theater (BCT). (It is highly recommended that four ushers be provided for each event to accommodate two entrances to the theater.) If less than four ushers are available, BCT staff may limit the number of access doors to the theater.

Ushers are to report at least 15 minutes prior to “doors open” to entrance 700C. (Example: If doors are to open 30 minutes prior to the event, then ushers should report 45 minutes before the event start time).

Doors will not be opened until the minimum required ushers are available.

Ushers are to be available for 15 minutes after the end of the event.

Ushers will receive general instructions from the BCT Technical Director/Facility Manager or his designee prior to “house open”.

Ushers are responsible for the following:

- a. Opening doors when the house is open for the event
- b. Closing both inner and outer doors at the start of the event
- c. Opening both inner and outer doors at intermissions/end of event
- d. Advising patrons of the availability of the cloak room and restrooms
- e. Ensuring that no food or beverage is brought into the theater
- f. Assisting patrons in locating seats (if reserved seating is used)
- g. Picking up any litter after the event
- h. Issuing hearing assisted devices (when available)

The Tech Director, Ed Dwyer can be contacted at 906-786-5802, x1237 or by email at

dwyere@baycollege.edu. Ed’s office is in 700C of the Besse Center Theater. This information is also

available online at www.baycollege.edu/?usher

Bay College User Checklist

1. Reserve rooms by contacting Debbie Stiglitz, Conference Coordinator 906.786.5802, x1151 or email stigltd@baycollege.edu
2. Print or open the [facility form](#) and fax or email to Conference Coordinator at 906.789.6924 or stigltd@baycollege.edu.
3. The following information is needed **for the request to be processed**:
 - a. Event Title
 - b. Dates of Event – if it is a recurring event, how often, what days, etc.
 - c. The estimated Number of participants
 - d. Catering – if catering is not needed, please put N/A in this section (please refer to the Bay College User Guidelines above about catering (include additional items such as china, linens and skirting)
 - e. Fill in all billing and contact information
 - f. Fill in AV Requests. If you have questions about AV, contact John Anderson at 906.786.5802, 1131 or andersoj@baycollege.edu
 - g. Indicate the room arrangement needed for the event
 - h. Indicate if internet access or software setup for computer labs is needed, be as specific as possible

4 weeks prior to event:

- Confirm the use of linens, china, room staff – ALL non-menu items

2 weeks prior to event:

- Estimate number of participants
- Specific menu items
- AV Requests
- Room setup requirements
- Internet or software installation required for computer labs (contact our IT Department at gardnerj@baycollege.edu or 906-786-5802, x1153)

3 days prior to event:

- Confirm # of participants (must be within 10% of 2 week estimate)
- Confirm all catering quantities (must be within 10% of 2 week estimate)

I have read the User Guidelines and User Check List for facility use at Bay College and agree to the terms and conditions described therein.

Signature

Date

For more information or questions, please contact:

Debbie Stiglitz, Conference Coordinator
906.786.5802, x1151 Fax 906.789-6924
stigltd@baycollege.edu