

**FACILITIES APPLICATION
AND
LEASING AGREEMENT**



P. O. Box 185, 5049 Highway 306 South
Grantsboro, N. C. 28529
(252) 249-1851
www.pamlicocc.edu

Instructions for Requesting Use of College Facilities

Read carefully the Facility Use Policies & Procedures (Section A) and the leasing fees before completing and signing the Facility Use Application and Lease Agreement.

Applications are available from the Business Office in the Johnson Building, on our website at www.pamlicocc.edu, or by calling the Executive Administrative Assistant to the President at the number below to request one by mail.

- All Facilities Use Applications and Lease Agreements must be completed and submitted to the Executive Administrative Assistant to the College President, along with the appropriate security deposit, at least fifteen (15) business days (Mon-Fri) in advance of the anticipated usage.
- Security deposits are determined by the size of the group (see table below) and will be returned within (10) business days if there are no damages and/or violations of the lease agreement.

Type of Group	Up to 100 Attendees	Up to 200 Attendees	Up to 300 + Attendees
Non-Profit	\$50.00	\$150.00	\$200
For-Profit or Private	\$150.00	\$200.00	\$400.00

- By signing the lease agreement, the requestor agrees to abide by all policies and procedures of the facilities.
- Submit full payment of any applicable fees at least five (5) days in advance of the event. All checks shall be made payable to Pamlico Community College, and mailed to:

Executive Administrative Assistant to the College President
Pamlico Community College
PO Box 185, Grantsboro, N. C. 28529-0185.
(252) 249-1851, ext. 3084 or (252) 249-2377 (Fax)
mnoevere@pamlicocc.edu

Facilities Use Policies and Procedures

STATEMENT OF POLICY:

It is the policy of Pamlico Community College and its Board of Trustees to provide a service to the community by allowing the occasional use of campus buildings and facilities for civic, cultural, educational, recreational and other activities within the policies and regulations of the College. "Campus buildings and facilities" refers to and includes the buildings, grounds, and parking lots of the main college campus at 5049 Highway 306 South, Grantsboro NC, and of the college's Bayboro Center, 701 Main Street, Bayboro NC.

The Pamlico Community College Board of Trustees and its employees will be referred to as the "**Lessor**", and the renter as the "**Lessee**" throughout this document.

COLLEGE PRIORITY:

No group, organization, or individual will be allowed to use any Pamlico Community College facility if, at any time, such usage would conflict with the planned use of the facilities, which is to support the College's mission. The College will consider all requests for access in light of the availability of the requested facility at or near the requested time on the requested date. A facility will be considered unavailable if a College program or activity or other event sponsored by the College conflicts with the requested date and/or time; or another individual or group's previously scheduled use of the facility conflicts with the requested date and/or time; if the facility will be closed; or repair or maintenance of the facility, or other factors limiting the use of the facility, make access impracticable at the requested time; or the College deems the facility's use to be inadvisable for any individual or group due to similar operational considerations.

Public use of the college facilities and campus will be in accordance with these Policies and Procedures which have been approved and enacted by the Board of Trustees.

An agreement to use College facilities may be cancelled or amended by either the Lessee or the appropriate College official for a good cause provided ten (10) days notice is given to the other party. Amendments may be made only by mutual agreement of both parties involved. Lessor reserves the right to rescind any authorization for use of College facilities extended to an outside individual or group if the College subsequently elects to use the same facility at or near the authorized time for a College program or activity or for other College purposes. Appropriate refunds will be processed within ten (10) business days of notification of cancellation. Cancellations by the Lessee less than 48 hours prior to the event will cause forfeiture of the security deposit, which will cover facility preparation expenses.

Violations of any of the College rules and regulations shall be grounds for the suspension of a Lessee's privilege to use school facilities.

ELIGIBLE FACILITY USERS (Includes, but not necessarily limited to, the following):

An individual or group is not eligible to use the facility if he, she, or they have previously damaged or otherwise abused the College's facility; or if he, she, or they have previously disrupted or interfered with the work, discipline, or educational activities of the College (e.g. by violating reasonable College rules and regulations, interrupting classes or other College programs or activities, or inciting or producing imminent violence or other lawless action on College premises).

Non-Profit: Community, civic, governmental, and/or non-sectarian organizations that are NOT using the facility for a “for-profit” event. Proof of 501(C)3 or other designated tax-exempt status must be provided at the time of contract.

For-Profit: Private businesses, industry, organizations, groups and/or individuals when the intended use is “for-profit.”

Private Organizations: Private organizations, groups, or individuals will be allowed only in strict accordance with the Policies and Procedures.

Free Leasing: Certain users whose purpose is education, and where there is no cost to participants, will be allowed to use the college facilities at no cost during regular working hours (Monday through Thursday from 7:30 a.m. until 10:00 p.m. and on Friday from 7:30 a.m. until 3:00 p.m.). Summer hours may vary. This includes, but is not necessarily limited to, agencies of federal, state, county, or municipal government, public or private higher educational institutions, and secondary and primary schools, for which the intended use is NOT a “for-profit” event. There will be a charge for a College Hospitality Assistant when an event falls outside of regular working hours. Additional fees may also apply if there is a need for an Audiovisual Coordinator.

The College facilities can be used for one-time or short-term events. The facilities will not be leased on a continuing or long-term basis in lieu of an organization’s own facilities. Any exceptions to the stated rules and regulations will be determined by the Event Coordinator and approved in advance by the Board of Trustees.

The college agrees not to discriminate against a Lessee because of disability, gender, race, age, sexual or religious orientation, or national origin, and as Lessor, further agrees not to discriminate for these same reasons against any person relative to admission, services or privileges offered to or enjoyed by the general public.

In the event that the facilities are not left clean, a private cleaning service will be contracted and no refund will be issued to Lessee.

PROHIBITED ACTIVITIES: The following activities are prohibited on the facilities and campus:

1. Any activity which is in violation of the laws of this state or of the federal government
2. The possession, use, or sale of illegal drugs
3. The possession, use, or sale of alcoholic beverages at any event without appropriate ABC permits, permission from the College President, and liability insurance
4. The possession of weapons (i.e. knives, guns, etc.)
5. Smoking in any college building, or within 25 feet of any entrance to any building
6. Any activity which, in the opinion of the Event Coordinator would cause, or be likely to cause, damage to college property
7. Any activity which, in the opinion of the Event Coordinator, may be detrimental to the College, its staff, or students

8. Animals, unless part of a specific performance, and with prior approval by the Event Coordinator, except animals specifically trained for and being used to assist handicapped persons
9. Holes may not be drilled, cored or punched in the facilities. In any instance where there is a risk of damage to carpeting, a protective covering, such as plastic or heavy vinyl, must be used. The Lessee is responsible for any repairs, replacements or cleaning costs necessitated by damage or disfiguration to the facilities.
10. Throwing rice, confetti and/or rose petals is prohibited anywhere inside the facilities. The security deposit (covering cleaning/damage) will be forfeited if a violation of this policy occurs.
11. Posters, banners, or other materials may not be hung, attached to, or suspended from any part of the college facilities or surrounding property without written permission from the College's Event Coordinator.
12. No masking tape, adhesive tape, wire, posters or signs may be taped or adhered to windows, doors, walls or any other areas other than those designated in the contract.

CONTRACTUAL OBLIGATIONS:

1. The Lessee agrees to hold Pamlico Community College, it's Board of Trustees, and employees, harmless from and indemnified from, any claims, suits, or causes of action arising from or out of its use of any College facilities.
2. A Lessee shall not assign or transfer its permit to use College facilities to any other person without the express written permission of the College Event Coordinator.
3. Should Lessor institute suit or other actions against Lessee as a result of Lessee's failure to comply with any terms of this agreement, Lessor shall receive all damages provided by law, all costs and disbursements provided by statute, and all costs actually incurred, including a reasonable attorney's fee.
4. The lessee shall designate an event contact person to coordinate all details of the event with the college. However, the group, institution, or private individual that signs the contract will be held responsible for the group and its activities in the facilities.
5. The Lessee must provide approved chaperones for youth groups (under the age of 21 years) and assume responsibility by signing a statement of responsibility for conduct and damages. Chaperones must submit a copy of a current photo ID with the Facilities Use Application. Adult/Student ratio of 1:10 for students or children under age 18, and 1:15 for 18 – 20 year olds is required.

6. The Lessee shall be:
 - A. Liable for any loss or damage to, or repairs/replacements, and cleaning necessitated by misuse of college equipment or facilities which may occur during the lease period
 - B. Responsible for restoring the affected item or space to a condition equal to that at the time the lease agreement went into effect
 - C. Responsible for removing all property of Lessee from the facilities immediately after the lease period
 - D. Responsible for cleaning up and removing all food and trash before leaving the facilities. The Event Coordinator has a checklist to perform a walk-through after the event to ensure the Lessee has followed through with the agreement
7. The Lessor shall not:
 - A. Assume any responsibility for property left in the College facilities or on the premises by the Lessee or participants. The College reserves the right to remove and dispose of such remaining property at the expense of the Lessee at the termination of the lease agreement
 - B. Assume any responsibility for personal injury which may occur during the use of the College facilities
 - C. Be responsible for losses by the Lessee, its tenants, employees, or ticket holders, occasioned by theft or disappearance of equipment or other personal property
8. Authorization to use College facilities shall not in any way signify or imply approval by the Lessor of either the individual, organization, institution, or school authorized to use the College facility or the activity conducted therein, and a statement to this effect shall be included in any advertising or promotional statements or literature concerning such use and activity.
9. All advertising/announcements of events shall be reviewed by the College's Event Coordinator.
10. All items sold on College property must be authorized by the Event Coordinator.
11. The Lessor may inspect any part of the premises at any time on any occasion.
12. Lessor has the right to stop any activity when the contracted time has expired or college administration finds the activity to be in violation of Rule #13, next.
13. Inappropriate behavior on the part of the presenter, performers, and/or audience may result in the cancellation or cessation of the event at the discretion of the College employee assigned to the event. Inappropriate behavior includes, but is not limited to, the following:
 - A. The obstruction of aisles, exits, doorways, stairwells, or passageways
 - B. Willful destruction of, and/or damage to, College facilities, property, or equipment
 - C. Deliberate disruption of a performance or event in progress
 - D. Failure to abide by any of the rules, procedures, or policies stipulated in this document

- E. Perceived danger to staff, patrons, or performers
 - F. Use of profanity, vulgarity, or obscenity
14. The College shall have first option to operate any concessions for sale, if offered, for any event held in the facilities and shall retain all receipts unless otherwise approved by college administration.
 15. The Lessee shall not sell any items on College property without written authority of the Event Coordinator.
 16. Parking for all events is allowed only in designated parking areas. No parking is allowed on the grass, on sidewalks, or along streets unless directed by designated security personnel. Violators may be towed at vehicle owner's expense.
 17. Control of all College buildings, equipment, furniture, machinery, electrical and service installations, and other College property, equipment, and facilities shall at all times remain with the College and its employees or authorized representatives.
 18. Policies are subject to change without prior notice.

APPEAL:

Any individual or group that believes access to a College facility has been denied improperly may appeal the denial by providing the President of the College with written notice of the appeal within three (3) business days of the date on which the College's written notice of denial is received. Information supporting the appeal (which may include a written statement or, at the election of the individual or group, a conference with the President) also should be provided. The President will make a final decision within five (5) business days of receiving the appeal and any written information or, if a conference with the individual or group has been scheduled, after conducting the conference. The decision of the President of the college shall be final.

CATERING:

The name of the caterer or persons selected to prepare food must be submitted *with the Facilities and Use Application and Lease Agreement*. The College must know the set-up requirements (include in application and contract agreement) needed for serving food, time of arrival, and departure. The Event Coordinator will arrange a walk-through of the kitchen prior to the event. The Lessee is responsible for cleaning the kitchen after the event and prior to leaving the facilities; this includes responsibility for ensuring that any hired caterer cleans the kitchen after the event and prior to leaving the facilities.

- Caterers must abide by all Local, State, and Federal Health Standards and remain in compliance with the College's health department permit.
- Please see LEASING FEES LISTING for the current prices. The fees include use of kitchen equipment. Items not included on the LEASING FEES LISTING are the responsibility of the Lessee and/or caterer.

USE OF ALCOHOLIC BEVERAGES:

Organizations and individuals (Lessee) who rent or lease all or a portion of the College facilities may, in limited circumstances, serve alcoholic beverages at a function, provided that

1. The Lessee is external to the College
2. The function is not a student activity.
3. The Lessee provides evidence of liability insurance, which includes Host Liquor Liability, and assumes, in writing, liability for any matters arising from the serving of alcohol. The liability policy shall have limits of liability of at least \$1 million dollars (\$1,000,000.00), and will name the Lessor as an “additional insured on a primary basis.” A copy of the policy should be submitted to the College Event Coordinator at least 5 business days prior to the event. Any exceptions must be approved by the College President.
4. The Lessee provides evidence that sufficient security will be arranged in a manner satisfactory to the College Event Coordinator.
5. The Lessee provides sufficient information regarding the number of people expected to attend, and the quantity of alcohol expected to be served.
6. The Lessee will confirm that the ABC Laws and Rules of North Carolina pertaining to the use, licensing and serving of alcoholic beverages are fully applied. If an ABC permit is required, the ABC permit will be obtained by the Lessee and a copy turned into the College Event Coordinator at least 48 hours prior to the event. The Lessee must contact the ABC Commission in Raleigh, (919) 779-0770, for the appropriate application and compliance policies. Their website is <http://www.ncabc.com>; a form is available under Permits.
7. If there is no admission charge for the event and beer, wine and champagne only are served, an ABC permit is not required but MUST be approved by the college event coordinator. This includes wedding receptions, banquets and socials.
8. The College Event Coordinator will grant permission for the use of alcoholic beverages only if all of the required information and assurances have been provided at least 48 hours in advance. The College’s Event Coordinator will consider each alcohol-use request on an individual basis, and reserves the right to deny use of College facilities if such use is deemed not to be in the best interests of the College. The College, its employees, administrators, and trustees are held harmless from any liability arising from any event that has provided the use of alcohol.

AUDIO-VISUAL AIDS:

Pamlico Community College may provide a basic orientation and/or training for the Lessee on using the available audiovisual equipment. If college technician/s are needed an additional fee will be added to the total leasing amount. A written two-week notice to College administration is required prior to the event date. The college will be glad to assist in arranging for equipment. Audiovisual equipment and rental fees are listed on page 13.

If audio-visual equipment or other aids are provided to any groups or individual using College facilities, the Lessee shall be held personally responsible for the material or equipment. It is the responsibility of

the Lessee to ensure that the equipment is returned to the College in the same condition in which it was received. (Normal use is considered/bulb replacements are anticipated.)

STAFFING:

All of the college facilities must have a designated college employee on site for college events and an approved College Hospitality Coordinator on site for leased events. When college employees are utilized outside of their regular working hours, they must be paid in accordance with the Fair Labor Standards Act and the fee will be added to the total leasing amount. See page 13 for facilities staffing and fees.

If Lessee wants to contract staffing from outside sources, they must be approved by the College President.

INSURANCE: The College Event Coordinator reserves the right to require Lessee to obtain liability insurance for an event due to the number of participants or the nature of the event.

- If such insurance is required, the Lessee will provide a certificate of insurance, naming the Lessor and Lessee as insured parties and covering claims for injuries, death, and/or property damage arising out of use of the premises by Lessee. Said coverage shall coincide with Lessee's scheduled use dates. Said liability insurance policy shall have a minimum coverage of one million (\$1,000,000.00) dollars.
- If required, the certificate of Lessee's liability insurance must be submitted to the Event Coordinator of the College at least five (5) business days prior to the event. Failure to submit this certificate of insurance will void the lease agreement between the Lessor and the Lessee.

SAFETY: The Lessee shall use and occupy said premises in a safe and careful manner and shall comply with all applicable municipal, state and federal laws, and rules and regulations as prescribed by the fire and police departments and other governmental authorities, as may be in force during the occupancy period.

- A. It is the Lessee's responsibility to provide appropriate security for all events. The nature of the event may warrant the use of off-duty law enforcement or private security personnel. Provision of adequate security must be verified on a case-by-case basis prior to approval of the contract. Based on the nature of the event, additional security may be required when the event is serving alcoholic beverages.
- B. Users may not obstruct sidewalks, passageways, entries, doors, passages, vestibules, halls, corridors, or stairways. While in the college facilities all participants are required to comply with all ADA (Americans with Disabilities Act) regulations.
- C. The Lessee must insure that attendees and organizers abide by generally accepted safety practices to reduce injury or harm to persons or property.
- D. The Lessee may not bring into the premises any material, substance, equipment or object which is likely to constitute a hazard to the property thereon, without prior written approval from the Event Coordinator. The Lessor reserves the right to refuse any such material, substance, equipment, or object to be brought on the premises and, if found, has the further right to require its immediate removal.
- E. For safety purposes, all youth groups under 21 years of age must have adult chaperones, must present a copy of a current state or federal photo ID card, and shall be responsible for the conduct of the

group and any damage.

- F. The Lessor reserves the right to terminate any performance/event in the interest of public safety and/or when contracted “end-of-show” time has expired.
- G. The President of Pamlico Community College shall have final discretion over disputes regarding rates, rules and regulations.
- H. Loitering on College premises is prohibited.
- I. Failure to comply with the rules of Pamlico Community College, Lessor, will be taken into consideration when applying for future use of the College facilities or any property of Pamlico Community College.

GOODS AND SERVICES CONTRIBUTED: Not applicable



Facility Use Application & Lease Agreement

Name/Type of Event: _____

Date of Event: _____

Name of Lessee _____

Select organization Type: Non-profit _____ For-profit _____ Private _____ Government _____

Description of Event _____

Set-up Time _____ Event Time _____ Clean-up Time _____

Set-up date _____ and/or Clean-up date _____, if other than immediately prior to and after event time.

Number of Attendees: _____

Numbers of predominate age of group(s): _____

If the event is for children's groups, other than family gatherings, please check the appropriate selections below:

Adult _____ Children (under 18) _____ (at least one chaperone for every 10 children is required)

Young adults (18-21) _____ (with at least one chaperone for every fifteen 18-20 year olds.)

Primary Lessee Contact Information:

Name _____

Mailing and physical address _____

Phone _____ Cell phone _____

Email _____ Fax _____

Secondary Lessee Contact Information:

Name _____

Mailing and physical address _____

Phone _____ Cell phone _____

Email _____ Fax _____

Responsible Billing Party Information:

Name _____

Mailing and physical address _____

Phone _____ Cell phone _____

Email _____ Fax _____

LEASING FACILITIES DESCRIPTIONS

The College has priority over all scheduling of facilities use.

(A walk through with the Event Coordinator is needed prior to the event)

Ned Everett Delamar Center/Auditorium

	Square Footage	Dimensions	Seating Capacity	Banquet Seating (Depending upon tables)	Booths (8 x 8)	Booths (10 x 10)
Auditorium: Main Floor with retractable theater seating (wireless Internet)	5,600	80' x 70'	450 theater seats plus 200 chairs			
Auditorium: Main Floor without/theater seating	5,600	80' x 70'	200 chairs available	452	41	26
Stage	800	30' x 20' (Performing area)	To be determined per event	n/a	To be determined per event	To be determined per event
Kitchen	340	20' x 17'				
Atrium	800	29' x 25'			8	
Conference Room (Hard wired Internet and LCD Projector)	500	31' x a17'	24			
Lecture Room (Hard wired Internet and LCD Projector)	450	26' x 25'	40			

Paul Johnson Building

	Square Footage	Dimensions	Seating capacity	Banquet Seating	Booths (8 x 8)	Booths (10 x 10)
Mall area	2499	102X24.5		Depending upon event	To be determined for event	To be determined for event
Conference Room	612	25.5X24	20	n/a	n/a	n/a
Classrooms	612	25.5X24	25	n/a	n/a	n/a
Lounge access (microwave and vending snacks)	1600	40X40	40 (lounge adjacent to mall area)	40 (lounge adjacent to mall area)	To be determined for event	To be determined for event

Bayboro Center

	Square Footage	Dimensions
Classroom	900	


FACILITIES LEASING FEES

(effective January 2009)

Prices are subject to change depending upon time of year

Removal of food and trash and general cleaning will be the responsibility of the Lessee.

Ned Everett Delamar Center

Type of Use	Non-Profit Hourly Rate (Based on an 8 hour day) Includes set up and clean up times.		For-Profit or Private Hourly Rate (Based on 8 Hours a day) Includes setup and clean up times.
Full Use: Auditorium with retractable theater seating, stage, kitchen, atrium and conference Room	\$500.00 or \$65.00 per hour		\$700.00 or \$90.00
Full Use: Without retractable theater seating	\$400.00 or \$53.00 per hour		\$600.00 or \$78.00
Partial use with retractable theater seating	\$300.00 or \$40.00		\$500.00 or \$65.00
Partial use w/o retractable theater seating	\$200.00 or \$28.00		\$400.00 or \$53.00
*Atrium (No charge if using for tickets sales and entrance only.)	\$50.00 or \$8.00		\$125.00 or \$17.00
Conference Room	Included in full use		Included in full use
Conference Room Only	\$25.00/hr		\$50.00/hr

Paul Johnson Building

Bayboro Center

Type of use	Non-Profit (Hourly Rate)	For-Profit or Private (Hourly Rate)		Type of use	Non-Profit (Hourly Rate)	For-Profit or Private (Hourly Rate)
Mall area	\$50.00	\$125.00		(2) Class room w/ computers	\$25.00	\$50.00
Conference Room	\$25.00	\$50.00				
Lounge access	\$25.00	\$50.00				

Classrooms lease for \$25.00 per hour when available.

EQUIPMENT NEEDS: Check the items needed and location. Most classrooms/conference rooms are equipped with LCD projectors.

Item	Ned Everett Delamar Center	Paul Johnson Building	Bayboro Center
Basic Sound & Lighting on Stage			
Sound Board		N/A	N/A
Theater performance lighting		N/A	N/A
Podium			
Microphone Stand		N/A	N/A
Microphone			
Stage sound (computerized board)		N/A	N/A
CD Player			
Portable stand alone PA System (w/2 wireless microphones)			
LCD Projector/laptop on audiovisual cart and projection screen			
LCD Stage Screen and Panels	Coming	N/A	N/A
VHS Player/DVD Player			
TV/VHS/DVD Combo			
Wireless Handheld Microphones		N/A	N/A
Headset (light or dark)			
Label			
Chairs			
Rectangle (5')			N/A
Samick Grant Piano		N/A	N/A
Internet (Wireless & Hard wired)			
Other			

STAFFING NEEDS: Facilities of the college shall not be used when the college is not staffed by an approved College Designated Event Coordinator or a College Hospitality Coordinator.

When a college employee is utilized outside of their regular working hours they must be paid in accordance with the Fair Labor Standards Act. The college will pay the employee directly and include this charge in the lessee's fees.

If Lessee wants to contract staffing from outside sources, they must be approved by **the College Event Coordinator.**

Job Title	Job Description	Fee per hour
College Hospitality Assistant	Must be a college employee who has been through the hospitality Assistant training by the College Event Coordinator. This person will be responsible for customer service functions, serve as a resource contact for the event, perform post-walk through and is responsible for opening and securing the Delamar Center.	\$29.00/Hr
Audiovisual Technician	Operating audiovisual equipment to include sound & lighting.	\$46.00/Hr
Maintenance Employee	Experienced in all areas of building and ground maintenance care.	\$29.00/Hr
Security Officer	The Lessee is required to provide a paid security officer at a ratio of 1:100 attendees. Security Officers will be contracted through the College with exceptions being approved by the President.	
Parking Attendant	Experienced in parking safety for events.	\$12.00/Hr

INVOICE SUMMARY OF FEES

(Please check the facility to be leased)

- Ned Everett Delamar Center
- Paul Johnson Building
- Bayboro Center

Total lease fees from page 12 \$ _____

Total of staffing fees from page 13 \$ _____

Other Services/fees \$ _____

Sub-total of all fees \$ _____

Less Security Deposit (Non-profit - \$50.00 - \$200.00) (For profit - \$150.00 - \$400.00) \$ _____
 (Determined by the size of the group)

GRAND TOTAL **\$ _____**

We accept cash, money orders and checks.

I have read and agree to abide by the rules and regulations governing facilities use of Pamlico Community College. I agree to be billed for any additional hours or fees utilized but not listed on this lease agreement, any additional personnel needed, and any damages.	<u>I AGREE TO INDEMNIFY AND HOLD HARMLESS ALL PAMLICO COMMUNITY COLLEGE EMPLOYEES AND THE PAMLICO COMMUNITY COLLEGE BOARD OF TRUSTEES, INDIVIDUALLY OR COLLECTIVELY, FOR ALL CLAIMS OR LIABILITY ARISING OUT OF THE USE OF THE COLLEGE'S FACILITIES AND PROPERTY.</u>
---	--

 Signature of Lessee Printed Name Date

 Signature of College's Event Coordinator Printed Name Date

Please enclose security deposit or payment made payable to Pamlico Community College and return with your Facility Application and Lease Agreement to:
Executive Administrative Assistant to College President
Facilities Use Requests
Pamlico Community College
PO Box 185, 5049 Highway 306 South
Grantsboro, NC 28529-0185
(252) 249-1851, ext. 3084
mnoevere@pamlicocc.edu
<http://www.pamlicocc.edu>