

Mid-Atlantic Christian University Finance Policy #08

SUBJECT: Rental of Facilities

DATE: August 12, 1997

REVISED: 4/13/2011; 3/31/2013; 2/27/2015; 2/6/2019; April 2020

NEXT SCHEDULED REVIEW: Even numbered years in February, 2022

APPROVED BY BOARD OF TRUSTEES: May 2020

Policy for: All individuals or entities desiring to rent/use university property

Procedure for: All individuals or entities desiring to rent/use university property

Authorized by: Vice President for Finance

Issued by: Board of Trustees

I. Purpose

Allowing individuals and businesses to rent university facilities promotes public relations and affords an opportunity for additional revenues. Therefore, it is requisite that the University maintains policies and procedures governing the rental of university properties and facilities.

II. Policy

A. Mid-Atlantic Christian University will make some of its property and facilities available for use for non-official events. The Finance Office will handle the rental and usage of all university Buildings and Grounds.

B. As a private Christian university, Mid-Atlantic reserves the right to refuse use of facilities to any person(s) or entity whose values are in opposition to those of the university.

C. Weddings held on the campus of Mid-Atlantic Christian University must be in accordance with the university's Statement on Marriage, which reads, in part "the university believes that the term 'marriage' has only one meaning and that is a marriage sanctioned by God which joins one man and one woman in a single exclusive union, as delineated in Scripture." The entire statement may be found on the university website at:

<http://www.macuniversity.edu/about/statement-on-marriage>

III. Procedure

Grounds available for Rent/Use:

North Campus, East Campus and West Campus open spaces: Open to users who schedule the use with the Finance Office. The Vice President for Finance (or designee) may assess a charge for the use of these open spaces. The university holds the reasonable expectation that the spaces will be left in the condition in which they were found by the renter/user.

Gazebos: There is a minimal charge (up to 4 hours) for the use of the gazebos.

Buildings and Facilities available for Rent/Use:

- A. The primary purpose of university buildings is for university students, faculty, staff, and associates in support of the institutional mission of the university; hence, first consideration is always given to university-related or sponsored events.
- B. The Vice President for Finance (or designee) negotiates and approves all rental or usage agreements.
- C. The renter or user must pay a refundable security deposit of 50% in addition to any other fees required by the contract.
- D. Payment of fees and deposits is required at least ten (10) days before intended use.
- E. Costs for cleaning or repair of the facility due to use is deducted from the deposit.

Albert Blanton III Center

The Chapel and/or Gymnasium in the Albert Blanton III Center may be rented for various activities as approved by the Vice President for Finance or designee.

If the University sound system is to be used, The Finance Office will arrange for a sound technician to be present at the event. The University-approved technician is the only authorized person to operate the sound system.

Dining Facilities

The kitchen facilities are not available for rental. Should someone desire to host an event and utilize the university's food service contractor the cafeteria could be used for the event (preparation of food in the kitchen is limited to the food service contractor). Menu's and catering options must be arranged with Metz Food Services (<http://www.macuniversity.edu/student-life/dining-services/catering-services>).

Other Facilities

All other facilities are available for rent at the discretion of the Vice President for Finance. The Vice President for Finance governs rental prices and contracts.

The following additional facilities are available:

1. Classrooms
2. Pearl A. Presley Hall Lobby
3. Wilkinson Hall Conference Room
4. Harold C. Turner Hall

IV. Published: Policy Website

V. Reason for Revision:

VI. Appendices