



TECHNICAL COLLEGE OF THE LOWCOUNTRY

TECHNICAL COLLEGE OF THE LOWCOUNTRY FACILITY RENTAL REQUEST FORM

It is the policy of Technical College of the Lowcountry to cooperate with businesses, organizations, or individuals in the use of college buildings and facilities for public service events and private projects. Facilities may be available for activities aligned with the college's workforce training and educational mission. Personal use of facilities is not permitted.

HOW TO REQUEST TCL SPACE

Prior written approval is required for outside groups wishing to use campus facilities. To rent TCL facilities, the completed form below must be submitted to events@tcl.edu. Applications will be reviewed for compliance with college policies within 7 to 10 business days. Upon approval, a quote will be provided. A Facility Rental Agreement must be signed to secure the reservation. Rentals without signed agreements will not be held.

RENTAL FEES AND AVAILABLE SPACES

Rental fees depend on organizational type, rental use, and timing, ranging from \$150 to \$900. Additional fees may apply based on the nature or size of a rental or event. A 30% deposit (or \$500, whichever is less) is required with the signed agreement. Available spaces and rates are detailed in the TCL Facilities Flyer at www.tcl.edu/renttcl.

IMPORTANT INFORMATION

TCL does not accept requests more than 60 days in advance without exception. **Facility rentals operate on a self-service basis.** TCL does not provide event support, including coordination, setup/breakdown, audiovisual assistance, or catering. Alcohol or wine service is prohibited.

As of January 1, 2025, the Culinary Institute of the South is no longer available for public use, including the Chiacchiero Sampson Gillis Ballroom. Additionally, the Beaufort Mather Campus will have limited availability beginning April 2025 due to scheduled renovations.

Additional information on TCL's policies and procedures can be found in the documents attached at www.tcl.edu/renttcl. Please contact events@tcl.edu for more information.



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Technical College of the Lowcountry Facility Rental Request Form

Organization and Event Information

Organization Name: _____

Organization Type: _____ *Refer to Next Page*

Name of Event: _____

Requested Space(s)*: _____

Requested Date(s): _____

Requested Time(s), including setup: _____

Event Time(s), if applicable: _____

Number of Attendees: _____

Special Needs* (AV, Equipment, Etc.): _____

**Please refer to the TCL Facilities Flyer for information on facilities available for public use, including rates, seating, and available equipment for use. Renter is solely responsible for proper operation of college equipment, and After-Hours support or troubleshooting is not available. Please contact events@tcl.edu for more information.*

Will food be provided?Yes No
If yes, who is the food provider? _____

Will there be alcohol provided?Yes No

Would this event be considered a fundraising activity?Yes No

Will you charge a fee to participants? (i.e. ticket sales or admission fees).....Yes No
If yes, what is the charge? _____

Does the organization carry liability insurance?Yes No

Is this group affiliated with Technical College of the Lowcountry?Yes No
If yes, please describe. _____

Is the group affiliated with any state, national, or international organization? ..Yes No
If yes, name the affiliation. _____

Does your organization exclude from membership or attendance at events under your sponsorship anyone by reason of race, creed, color, religion, or place of origin?..Yes No

Organization's On-Site Representative Contact Information

Contact Name: _____

Primary Phone: _____

Contact Title: _____

Primary Email: _____



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ORGANIZATION TYPE

Type 1 Organizations: The following organizations may use college facilities at no expense.

1. Technical College of the Lowcountry Area Commission
2. Technical College of the Lowcountry Foundation Board of Directors
3. Committees appointed by the Commission, Foundation Board, the President, or the President's designated representatives
4. South Carolina Technical College System
5. College-sponsored groups, organizations, and associations
6. College employee groups when included in meetings conducting college business and/or activities.
7. Meetings of emergency preparedness organizations in emergency situations that affect (or conceivably could affect) the community's health or welfare.
8. Local, state or federal public elections.

Type 2 Organizations: The following organizations may use college facilities for the established type 2 rates.

1. State, federal and local government bodies
2. Area school districts
3. Non-profit organizations recognized as such by the Internal Revenue Service and the State of South Carolina except for fundraising purposes.
4. College employees renting space for non-business related activities
5. Political party functions excluding public elections.

Type 3 Organizations: The following organizations may rent college facilities for the established type 3 rates.

1. For-profit groups, organizations, associations, companies, and corporations.
2. Private events
3. Non-profit fundraising events.

Other Organizations – If organizations not listed in any classification above apply for the use of college facilities, the Finance Office will determine their proper classification.