



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Facilities Use Administration and Fees	GD – I	26	04/17/2026

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
G — Community and Governmental Relations	Community Expression and Use of College Facilities	GD	8/26/2025

FACILITIES USE ADMINISTRATION AND FEES

McLennan Community College (MCC) campus facilities may be available for rental and use to both internal and external groups under the terms outlined below. Campus space supports educational, cultural, civic, and celebratory events that align with the mission and values of the College.

In general, a 25% discount off rental rates is available upon request to any in-district, non-profit organization (e.g. 501(c)3) who meets at a campus facility. Rental discounts are not available to for-profit or out-of-district organizations, unless approved by the President, and no discounts will be applied to additional required or requested services. Only one discount per rental shall be allowed. Discounts shall not be applied to in-district, non-profit organizations holding fundraising events of any kind, or events where there is an admissions charge. Additional fees will be charged for meetings that require special college support (e.g. MCC police, audio visual set-up, audio visual support during event, bartender, custodial maintenance, stage rental, other college personnel, etc.). See Addendum A and Addendum B for Facility Use Fee Schedule.

College facilities may not be used for political campaign or related events, religious ceremonies not associated with a College event or College partnership, or events in conflict with the College values, mission, or operational needs. College facilities may not be available during most federal and College holidays including New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, scheduled maintenance, or during major College-wide events, unless approved by the President's Office.

Decorations Guidelines (applies to interior and exterior locations)

- No nails, staples, or tape that may damage surfaces.
- Prohibited Items: Open flames including candles, helium balloons, glitter, confetti, smoke machines, rice, and sparklers.
- Paintings and artwork are permanent fixtures and may not be removed for events. Additionally, to ensure the preservation of campus artwork, no food or beverage tables may be placed near the paintings or artwork.
- For a complete listing of decorating guidelines, see [Guide for Decorations on Campus](#).

Our facilities are occasionally decorated for holidays or campus events. Please note that seasonal décor may not be moved or removed for individual events. We do our best to ensure that décor complements all types of gatherings and maintains a welcoming atmosphere.

Catering

Use of MCC Food Services is preferred but not required. The College will maintain an approved caterer and bartender list. Additional caterers and bartenders must be preapproved by the College prior to an event. All caterers must sign a Catering Vendor Agreement. Caterers must agree to the College's terms and conditions, including any additional service charges.

Alcoholic Beverages

Alcoholic beverages are prohibited on the College campus, except upon the approval of the President, at the Bosque River Stage, Ball Performing Arts Center, The Northwood House at McLennan Community College, The Community Services Center (CSC) Conference Center, Cameron Hall, and Highlander Ranch. However, the presence of an MCC Police Officer is required for the duration of the event, at an additional charge and subject to all Federal, State and local laws and regulations regarding possession, use and sale of alcoholic beverages. This policy does not apply to leased residential facilities.

Events that include serving liquor require the organization to have a certificate for Host Liquor. Events that include selling liquor require the organization to obtain Host Liquor Liability Insurance in the amount of \$1,000,000.

Tobacco Use

McLennan Community College does not permit the use of tobacco and vaping products on the College campus, except in personal vehicles. The term “tobacco and vaping products” includes cigarettes, chewing tobacco, vape pens, e-cigarettes, cigars and any other form of tobacco or vaping.

Scheduling Responsibility

The scheduling of campus facilities is the responsibility of the following:

- Campus Facilities Scheduler is responsible for the scheduling of all facilities except for the Community Services Center (CSC) Conference Center, Northwood, Cameron Hall, athletic facilities, Emergency Services Education Center (ESEC), Highlander Ranch, Ball Performing Arts Center (BPAC), and Music Theatre Arts (MTA) theatres.
- The Event Planner Team is responsible for the scheduling of the Community Services Center Conference Center, Northwood, and Cameron Hall.
- The Athletic Director is responsible for the scheduling of all athletic facilities including the Highlands Gym, HPE Gym, Softball/Baseball fields, and Intramural fields.
- The Director of Ranch Operations is responsible for the scheduling of Highlander Ranch facilities.
- The Division Chair of Emergency Services Education will be responsible for scheduling of ESEC facilities.
- The Division Chair of Visual and Performing Arts will be responsible for the scheduling of the BPAC and MTA theatres.

Priority is given to official College programs and academic needs. Standing or recurring external reservations are not permitted.

Rental Terms and Agreements

- A Facility Request Form will be completed at least 30 days prior to an event.
- A signed Facility Use Agreement is required for all reservations. See Addendum C and Addendum D
- A rental deposit and copy of insurance are required within 10 Business Days of reservation unless waived by the College President or designee.
 - More than 120 days prior to the Event: 50% rental deposit of the total estimated cost.
 - 120 days to 45 days prior to the Event: 75% rental deposit of the total estimated cost.
 - Less than 45 days prior to the Event: 90% rental deposit of the total estimated cost.
- Renters are responsible for:
 - Damages, clean-up, and removal of decorations and materials immediately following the event prior to building closure for the evening.
 - Compliance with college conduct and behavior policies.
 - Compliance with college [General Conduct Policy](#).
 - Financial Reimbursement of Damages.

- Adequate supervision of all guests.
- Agreement with college [Standard Addendum to Agreement](#).

Cancellation Policy

- If the Client cancels the event for any reason other than as the result of a force majeure event, Client shall provide notice of cancellation in writing and pay to MCC at the time of cancellation the following cancellation fee plus applicable taxes:
 - More than 180 days prior to the Event: 25% of the estimated cost
 - 180 days to 120 days prior to the Event: 50% of the estimated cost
 - 120 days to 45 days prior to the Event: 75% of the Estimated Cost
 - Less than 45 days prior to the Event: 90% of the Estimated Cost
- If the event is cancelled as a result of a force majeure event, all deposits shall be returned to the Client, less actual costs incurred by MCC in preparation for the event.
A force majeure event is defined as a superior, unavoidable force that is beyond a party's reasonable control, making it impossible or extremely difficult to fulfill contractual obligations. These events are typically unforeseeable and are not the result of a party's fault or negligence, and can include unforeseen campus closure, natural disasters, wars, terrorism, pandemics, and major labor disputes.

The President may discount regular rental rates for specific events, that align with the College's strategic goals and priorities, where the College receives an equivalent valued direct or in-kind benefit (based on non-discounted regular rental rates) such as an event sponsorship with recognition within media, publications, event sponsorship, event table seating, etc. Charges for additional services will not be discounted or waived.

PAYMENT OF FACILITIES USE FEES

Payments made for venue rental and additional services must be paid directly to McLennan Community College. The payments **do not constitute charitable contributions and are not tax-deductible**. Checks should be made payable to McLennan Community College.

ADDITIONAL INFORMATION

The College's regular business hours are Monday through Friday from 8 a.m. - 5 p.m. Use of college facilities outside regular business hours may result in additional required charges.

Outside organizations using select locations such as the Bosque River Stage, The Conference Center at MCC, and the Highlander Ranch may be required to have a uniformed MCC security/police officer on duty at an additional charge. This is arranged at the time the facility is

scheduled.

Groups and organizations using the facilities of the College shall be responsible for:

- Observing the College's conduct policy (see General Catalog).
- Any loss of or damage to college property arising from such use.
- Providing adequate adult supervision of children and youth groups.
- Observing the decorations guidelines.
- Removing all decorations, materials, food, etc. from the facility immediately after the event.

Use of Facilities and Equipment for Recreation and Health Purposes

Appropriate MCC facilities and equipment may be used by MCC personnel and students (individuals or groups) for recreation and health purposes during regular College operating hours (week days during hours instructional activities are scheduled) when the facilities and equipment are not being used for scheduled activities. Use of the facilities and equipment for recreation and health purposes is incidental to their primary purpose and will be permitted under circumstances requiring minimum expense to the College in terms of utilities, equipment, wear, and security. All physical education facilities and equipment are under the supervision of the Director of Athletics who will regulate their use for the welfare of the College and the safety of the users.

The walking/jogging track will be open to the public during daylight hours when not reserved by classes or other MCC groups. Non-scheduled use will be on a first-come, first served basis. No recreational facility (indoor or outdoor) will be reserved on a regularly scheduled basis.

Use of the Highlands Gym

The primary purpose of The Highlands is to facilitate and support the men's and women's intercollegiate basketball programs of the College.

This includes practices, games and tournaments in which an MCC intercollegiate basketball team is a participant.

In addition, and of secondary priority, the facility may be utilized by other MCC intercollegiate athletic teams, health and physical education classes, and other MCC organizations.

Upon special request, the facility may be rented and utilized for other functions related to the Institution and to non-MCC groups, pending availability.

Use of Emergency Services Education Center (ESEC)

The primary function of the ESEC, which represents a partnership between MCC, the city of Waco and McLennan County, is to serve all fire, law enforcement and EMS professionals in McLennan County, along with emergency educational programs of the College.

Upon special request, the facility may be rented and utilized by outside organizations for emergency training or education programs and for other functions related to the Institution and to non-MCC groups, pending availability.

Use of Highlander Ranch

The primary purpose of the Highlander Ranch is to provide Veterinary and Agriculture degree and certificate programs. In addition, numerous Continuing Education courses are offered at the Ranch.

Rental of the facilities is available to the public and includes a show pavilion, Highlander barn, indoor arena, and classroom facilities, pending availability.

Use of Ball Performing Arts Center (BPAC)

The primary purpose of the Ball Performing Arts Center, a 300-seat proscenium theatre, is to facilitate student performances of plays, musicals, and operas and to serve as a concert venue for student and faculty instrumental and vocal performances.

Upon special request, the facility may be rented and utilized for other functions related to the Institution and to non-MCC groups, including conferences and similar events. Facility rental is available to outside organizations and the public, pending availability.

The Music and Theatre Arts (MTA) Theatre

The MTA theatre is a 100-seat venue primarily used for student theatrical performances and recitals. Upon special request, the facility may be rented and utilized by outside organizations and the public, pending availability.

ADDENDUM A – FACILITY USE FEE SCHEDULE

Facility	Regular College Business Hours M-F 8:00am – 5:00pm	Outside Regular College Business Hours
Alice Starr Plaza	\$200 (4 hrs)	\$400 (4 hrs)
Baseball/Softball (game)	\$1200	\$1200
Baseball/Softball (double header)	\$1600	\$1600
Baseball/Softball (tournament)	\$2800	\$2800
Baseball/Softball (activities other than games)	\$800 (4 hrs)	\$1000 (4 hrs)
BPAC Theatre	\$600 (4 hrs)	\$800 (4 hrs)
Bosque River Stage (facility only)	\$500 (4 hrs)	\$500 (4 hrs)
Cameron Hall	See Addendum B	See Addendum B
CSC Conference Center	\$400 (2 Rooms) per event \$700 (4 Rooms) per event \$1000 (6 Rooms) per event	\$600 (2 Rooms) per event \$900 (4 Rooms) per event \$1200 (6 Rooms) per event
Emergency Services Education Center (ESEC)	Call for pricing	Call for pricing
General Classrooms	\$50 per hour	\$100 per hour
Computer Classrooms	\$100 per hour	\$200 per hour
General Conference rooms/board rooms	\$40 per hour	\$80 per hour
Science Classrooms (laboratory) <ul style="list-style-type: none"> • Main Campus, ESEC, Highlander Ranch 	\$200 per hr	\$400 per hr
SIMS Lab (Call for availability)	\$200 per hr	\$400 per hr
Highlander Ranch	Call for pricing	Call for pricing
Highlands Gym (basketball games, volleyball games)	\$800 (includes game personnel) (4 hrs)	\$1000 (includes game personnel) (4 hrs)

Highlands Gym (activities other than games)	\$600 base rental (4 hrs)	\$800 base rental (4 hrs)
HPE Gym (MWF)	\$400 (4 hrs)	\$600 (4 hrs)
Lecture Halls (ESEC 105, LH 200, HPE, MAC 111)	\$80 per hour	\$100 per hour
LTC Café Dining Room	\$80 per hour	\$100 per hour
LTC Plaza	\$100 per hour	\$200 per hour
Music & Theater Arts Theatre	\$400 (4 hrs)	\$600 (4 hrs)
Northwood	\$400 (1 – 4 hrs) \$600 (>4 hrs)	\$600 (1 – 4 hrs) \$800 (>4 hrs)
Photography Session (indoors)	\$40 per hr	\$80 per hr
Tennis Courts	\$20 per hour per court	\$30 per hour per court
Video Conf Rooms	\$100 per hour	\$200 per hour

Additional Services and Charges (No Discount Allowed):

Description	Cost
MCC Police	\$50 per hour per officer
Audio Visual Set-up	\$200
Audio Visual Support (during event)	\$50 per hour
Music Department Audio Visual Set-up	\$200
Music Department Audio Visual Support (during event)	\$50 per hour
Music Department Stage Rental (includes setup, tear down, and stage skirt)	\$500 per day
Music Department Grand Piano Rental Per Event	\$100 per event
Music Department Grand Piano tuned	\$200 prior to event
Music Department Upright Piano Rental	\$75 per event
Music Department Upright Piano tuned	\$100 prior to event
Music Department Choir Riser Rental	\$200 per event



Music Department Concert Shell Rental	\$200 per event
Bartender	\$50 per hour
Custodial/Maintenance (during event)	\$40 per hour
Large Event Setup/Graduation	\$500 per event

ADDENDUM B - CAMERON HALL FACILITIES USE PROCEDURE

Cameron Hall is a designated event and gathering venue on the campus of McLennan Community College, available to both internal and external groups under the terms outlined below. The space supports educational, cultural, civic, and celebratory events that align with the mission and values of the College.

Restrictions

Ineligible Uses:

- Political campaign or related events.
- Religious ceremonies not associated with a college event or civic partnership.
- Events in conflict with college values, mission, or operational needs.

Availability

Cameron Hall is available for use during the following times with approval from the President's Office:

- Sunday – Thursday 7:30 a.m. – 10:00 p.m.
- Friday – Saturday 7:30 a.m. – 11:00 p.m.

Not available:

- During most federal and college holidays including New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and scheduled maintenance. College facilities may not be available during most federal and college holidays including New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and scheduled maintenance.
- During major college-wide events, unless approved by the President's Office.

Decorating Guidelines (applies to interior and exterior locations)

- No nails, staples, or tape that may damage surfaces.
- Prohibited Items: Open flames including candles, helium balloons, glitter, confetti, smoke machines, rice, and sparklers.
- The Cameron paintings are permanent fixtures and may not be removed for events. Additionally, to ensure the preservation of the artwork, no food or beverage tables may be placed near the paintings. For a complete listing of decorating guidelines, see [Guide for](#)

[Decorations on Campus.](#)

Seasonal Décor Notice

Our facilities are occasionally decorated for holidays or campus events. Please note that seasonal décor may not be moved or removed for individual events. We do our best to ensure that décor complements all types of gatherings and maintains a welcoming atmosphere.

Catering

- Use of MCC Food Services is preferred but not required. The College will maintain an approved caterer and bartender list. Additional caterers and bartenders must be preapproved by the College prior to an event.
- All caterers must sign a Catering Vendor Agreement. Caterers must agree to the College's terms and conditions, including any additional service charges.

Alcohol Use

- Alcohol is permitted on the premises; however, the presence of a MCC Police Officer is required for the duration of the event, at an additional charge.

Tobacco Products Policy

- McLennan Community College does not permit the use of tobacco and vaping products on the College campus, except in personal vehicles.
- The term “tobacco and vaping products” includes cigarettes, chewing tobacco, vape pens, e-cigarettes, cigars and any other form of tobacco or vaping.

Rental Terms and Agreements

- A Facility Request Form will be completed at least 30 days prior to an event and submitted to events@mclennan.edu .
- A signed Facility Use Agreement is required for all reservations.
- A rental deposit is required within 10 Business Days of reservation unless waived by the College President.
 - More than 120 days prior to the Event: 50% rental deposit of the total estimated cost.
 - 120 days to 45 days prior to the Event: 75% rental deposit of the total estimated cost.
 - Less than 45 days prior to the Event: 90% rental deposit of the total estimated cost.
- Renters are responsible for:
 - Damages, clean-up, and removal of decorations and materials immediately following the event prior to building closure for the evening.

- Compliance with college conduct and behavior policies.
- Compliance with college [General Conduct Policy](#).
- Financial Reimbursement of Damages.
- Adequate supervision of all guests.
- Agreement with college [Standard Addendum to Agreement](#).

Cancellation Policy

- If the Client cancels the event for any reason other than as the result of a force majeure event, Client shall provide notice of cancellation in writing and pay to MCC at the time of cancellation the following cancellation fee plus applicable taxes:
 - More than 180 days prior to the Event: 25% of the estimated cost
 - 180 days to 120 days prior to the Event: 50% of the estimated cost
 - 120 days to 45 days prior to the Event: 75% of the Estimated Cost
 - Less than 45 days prior to the Event: 90% of the Estimated Cost
- If the event is cancelled as a result of a force majeure event, all deposits shall be returned to the Client, less actual costs incurred by MCC in preparation for the event.
- A force majeure event is defined as a superior, unavoidable force that is beyond a party's reasonable control, making it impossible or extremely difficult to fulfill contractual obligations. These events are typically unforeseeable and are not the result of a party's fault or negligence, and can include unforeseen campus closure, natural disasters, wars, terrorism, pandemics, and major labor disputes.

Additional Services and Charges

- Use of alcohol will require an MCC Police Officer to be present for the duration of the event, at an additional charge.
- Technical support may be required or requested, at an additional charge, based on the type of support needed or requested.
 - Client requests for additional services must be requested in advance of the event.
- MCC required additional services will be communicated to Client in advance of the event.
- An additional service fee may apply to all Cameron Hall rentals.
- Additional services will be billed as follows:

Description	Cost
MCC Police	\$50 per hour per officer
Audio Visual Set-up	\$200
Audio Visual Support (during event)	\$50 per hour

Bartender	\$50 per hour
Custodial/Maintenance (during event)	\$40 per hour
Stage Rental (includes setup, tear down, and stage skirt)	\$500 per day

Scheduling Process

- Scheduling of Cameron Hall is managed by the Campus Event Planners.
- Priority is given to official college programs and academic needs.
- Standing or recurring external reservations are not permitted.

Rental Rates

- Discounts off regular rental rates of 25% for non-profit entities (501c3).
- Discounts off regular rental rates of 50% for donors at the Benefactor or Visionaries levels. Visionaries will also receive use of Cameron Hall, one time a calendar year, at no cost.
- The President may authorize discounted rental rates for certain events in accordance with contractual and/or college commitments.
- Discounts do not apply to additional required or requested services and only one discount per rental shall be allowed.
- Regular rental rates:

Day of the Week	Time	Cost
Monday – Thursday	7:30 a.m. – 10:00 p.m.	\$3,000 per day
Monday – Thursday	4 hours	\$1,500 per 4 hours
Friday – Saturday	7:30 a.m. – 11:00 p.m.	\$4,000 per day
Friday – Saturday	4 hours	\$2,000 per 4 hours
Sunday	7:30 a.m. – 10:00 p.m.	\$4,000 per day

- Photography Session Rental Rates:

Day of the Week	Time	Cost
Monday – Thursday	7:30 a.m. – 10:00 p.m.	\$100 per hour
Friday – Saturday	7:30 a.m. – 11:00 p.m.	\$125 per hour
Sunday	7:30 a.m. – 10:00 p.m.	\$125 per hour

Venue Rental Payments

- Payments made for venue rental and additional services must be paid directly to McLennan Community College. The payments **do not constitute charitable contributions and are not tax-deductible.**

Event Space Maximum Capacity

- Interior - Banquet style seating set-up: 192 people
- Exterior – Courtyard style seating set-up: 350 people



ADDENDUM C - FACILITIES USE AGREEMENT



**ADDENDUM C
FACILITIES USE AGREEMENT**

THIS AGREEMENT is made and entered into by and between McLennan Community College ("MCC"), located at 1400 College Drive, Waco, TX 76708, acting by and through its duly authorized representative, and the undersigned herein referred to as ("User").

Full Name:

Business:

Address:

Phone:

Estimated # of participants: 1 - 50 51 - 100 101 - 200 201+ Specify #

Estimated # of parking spaces needed:

MCC reserves the right to assign remote parking if event conflicts with an MCC scheduled activity.

Parking restrictions:

1. For the consideration and on the terms and conditions hereinafter set forth, MCC hereby grants to User permission to use the following facility:

2. Purposes for which the facilities are to be used:



3. Requested dates and times of facility use:

4. Deposit/Fees: User hereby covenants and agrees to pay to MCC, at its office located at 1400 College Drive, Waco, the following deposit and fees:
 - Upon execution of this Agreement, User shall pay a nonrefundable deposit of \$ _____ which will be applied to the final cost of the rental. If any payment is not made when due, MCC may, in its sole discretion and upon notice to Client, deem the facility use as being canceled, in which case cancellation charges may apply.
 - A facility use fee of \$ _____ for the use and rental of the space listed in this Agreement.
 - The following additional charges as required to support the event:
 - \$ _____ Police Security - (\$50/hr. per officer)
 - \$ _____ Audio/Visual equipment including PA system (\$200 setup; \$50/hr.)
 - \$ _____ Maintenance or Custodial (\$40/hr.)
 - \$ _____ Additional utilities
 - \$ _____ Other services/equipment
 - \$ _____ Other

List Details:

5. Request is made to serve () and/or sell () alcoholic beverages at the Bosque River Stage/Conference Center/Northwood House/Cameron Hall. This requires approval of the College President and documentation of liquor or host license.

6. Additional requirements:

7. User accepts the facilities in "as is" condition. User will be responsible to ensure the area is left clean and the trash has been removed. Please review Guide for Decorations on Campus (<https://www.mclennan.edu/crisis-management/docs/Holiday%20Decorations.pdf>).



8. User hereby assumes full responsibility for all actions, omissions and conduct of all persons admitted to the facilities by or with the consent of User, User's employees, or any person acting for or on behalf of User.
9. **RELEASE AND INDEMNIFICATION.** MCC is hereby released from and shall not be liable or responsible for, and User shall INDEMNIFY, save and hold harmless MCC, its trustees, officers, employees and agents from and against any and all claims and damages of every kind including, but not limited to, costs of defense, court costs and attorneys' fees for injury to, or death of, any person or persons and for damage to, or loss of, property ("Claims") arising out of or attributed directly or indirectly, to the use of the Facilities and to the operations of User hereunder. User shall likewise INDEMNIFY MCC for any damage to property belonging to MCC, arising out of or in connection with or resulting from any and all acts or omissions of User, its invitees, members, employees, or any person acting for or on behalf of User hereunder. User's obligations to indemnify, save and hold harmless MCC, its trustees, officers, employees and agents from and against any and all Claims arising out of or attributed directly or indirectly, to the use of the Facilities and to the operations of User hereunder specifically includes, but it not limited to, Claims caused in whole or in part or alleged to be caused in whole or in part by the NEGLIGENCE OR GROSS NEGLIGENCE OF MCC or its trustees, officers, employees or agents.
10. Depending upon time and activity, User may be required to name MCC as an additional insured on their certificate of insurance (COI).
11. Any third-party contractors engaged by User to perform services on MCC's premises must be approved by MCC in writing in advance, such approval not to be unreasonably withheld as long as it relates to a service MCC cannot perform, and all contractors must provide adequate proof of liability insurance at limits acceptable to MCC. User's contracts with its contractors shall require that such contractor indemnify and hold MCC and its agents harmless from any and all claims, damages and liabilities, including reasonable attorneys' fees, caused, in whole or in part, by the acts or omissions of such contractor.
12. User shall comply with all laws of the United States, and of the State of Texas, all ordinances of the City of Waco, all policies of MCC, and all rules and requirements of



the Police and Fire Departments, or other municipal authorities of the City of Waco, and will obtain and pay for all necessary permits and licenses, and will not do, nor suffer to be done, anything on or in the facilities during the term of this Agreement in violation of any such laws, ordinances, policies, rules or requirements, and if the attention of MCC is called to any such violation on the part of User, or of any person employed by or admitted to the facilities by User, User will immediately desist from and correct such violations. User shall be solely responsible for any damage arising from violating these laws, ordinances, rules or requirements. MCC terminates rights of User under this Agreement if User fails to immediately desist from and correct such violations after being requested to do so.

13. MCC assumes no responsibility whatsoever for any property placed on or in the facilities, and MCC is hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to person or property that may be sustained by reason of the occupancy of the facilities under this Agreement.
14. User agrees not to lease, sublease, nor assign his rights under this Agreement to any other person, entity, group, association or anyone else without the prior written consent of MCC.
15. Any matter not expressly provided for shall rest solely within the discretion of MCC.
16. MCC and User agree that this written Agreement supersedes any verbal Agreement that may have been made between the parties and that this Agreement may not be modified except in writing signed by both parties.
17. MCC, through its administrative officers, board of trustees, police officers, employees and other designated representatives, shall have the right at any time to enter any portion of the premises hereinbefore described for any purpose whatsoever and the entire building, including the premises covered by this Agreement shall at all times be under the charge and control of MCC. The keys to the premises shall remain in possession of MCC but during the period covered by this Agreement, the entrances and exits of the premises shall be locked or unlocked under the direction of the User in accordance with the terms of this Agreement and in compliance with all fire codes.
18. User shall not bring or permit anyone to bring into said building or premises or keep therein anything that will increase the fire hazard for the rate of insurance on the



building or any property herein. User shall not bring or permit any person to bring into said building or premises any animals, or any other property of any kind, without the written consent of MCC and shall not place or put up any decorations without the written consent of MCC.

Prohibited Activities

Illegal substances, weapons, fireworks, and unlawful activities are prohibited on campus.

19. User will not cause or permit any nails or other things to be driven into any portion of the building, nor any signs to be affixed to the exterior thereof, nor cause or permit any changes, alterations, repairs, painting or staining of any part of the building or the furnishings or equipment thereof, nor do, nor permit to be done anything which will damage or change the finish or appearance of the building or the furnishings thereof. User will pay the cost of repairing any and all injury and damage which may be done to the building or any of the fixtures, furniture or furnishings thereof by any act of User or any of User's employees or agents or anyone visiting the building upon the invitation of User including the patrons of the attraction or function for which User is hereby using the premises hereinabove described. It is expressly agreed that MCC shall determine whether any such damage has been done, the amount thereof and the reasonable cost of repairing the same, and whether it is one for which, under the terms of this Agreement, User is to be held responsible.
20. User is responsible for the conduct of all User guests, attendees, and contractors. Users, visitors, and participants agree to abide by the general conduct policy.
21. Client agrees to MCC's [Standard Addendum to Agreement](#).

Force Majeure

Neither MCC nor User shall be liable for failure to perform under this Agreement when such failure is caused by acts of God, fire, flood, severe weather, pandemic, epidemic, war, terrorism, governmental order, utility outages, labor disputes, or other causes beyond reasonable control. MCC may cancel or reschedule use without penalty if campus operations or safety are impacted.

Cancellation by MCC

MCC reserves the right to cancel this Agreement at any time if it determines, in its sole



discretion, that the use interferes with academic operations, poses safety or security risks, or conflicts with institutional priorities. In such event, MCC shall refund any fees paid, less actual expenses incurred.

Cancellation by User

User may cancel this Agreement by providing written notice. Deposits are non-refundable. Additional cancellation fees may apply based on proximity to the event date and incurred costs.

Insurance Requirements

User shall maintain commercial general liability insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, unless waived in writing by MCC.

Damage Deposit

MCC may require a refundable damage deposit to cover potential damage, cleaning, or security costs.

ADA & Accessibility

User shall ensure compliance with the Americans with Disabilities Act (ADA).

Public Information Act

This Agreement is subject to disclosure under the Texas Public Information Act.

Electronic Signatures

This Agreement may be executed electronically and in counterparts.

22. This contract shall be governed by and construed in accordance with the laws of the State of Texas. The venue for any action or proceeding arising under this Agreement shall be in McLennan County, Texas
23. If any provisions contained in this Agreement is for any reason held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provisions, and this Agreement will be construed as is such invalid, illegal or unenforceable provision had never been contained herein.



ADDENDUM D – VISUAL AND PERFORMING ARTS FACILITIES USE AGREEMENT

Facilities Use Agreement Addendum D - Ball Performing Arts Center and Music Theatre Arts Theatre

To be completed before final scheduling of events in the McLennan Community College Ball Performing Arts Center or Music and Theatre Arts performance spaces. Please use one form for each event.

All parts of this agreement should be fully signed and on file in Visual and Performing Arts administrative office at least two weeks prior to the event date.

VPA Space Requested

Ball Performing Arts Center

MTA Theatre (Black Box)

Event Information

Name of Event

Organization/Department/Program

Name of Primary Contact

Contact Phone Number

Secondary Cell Phone Number

Email

Event Schedule

Event Date

Event Time

AM

PM

**For the request of multiple dates, please submit a rehearsal schedule with the requested access times and performance dates and start times.

Access Time: Start

AM

PM

End

AM

PM

Event Time: Start

AM

PM

End

AM

PM

Will there be a reception?

Yes

No

If yes, indicate the location of reception and arrangements (furniture, etc.) required

Please do not decorate the lobby. Please plan to fully clean up after your event, returning the space to its original state.

Equipment Requested (Check all that apply)

Lectern with microphone	PA with mic (live concerts only)
Podium	Platform Risers
Projection (Screen & Projector)	Choir Risers
Tables #	Concert Shell
Chairs #	Upright Piano
Music Stands #	Grand Piano #
Stand Lights #	Request piano tuning
Other; please describe	

Stage Set-Up Diagram

(To be completed for all MCC events that require stage crew.)

BPAC Curtain Position: Full Stage Mid-Stage*

*Most common for non-performance events

Please sketch the first set (stage set up) on the attached stage diagram. Attach additional set changes in concert order.

Signature of Organization Representative

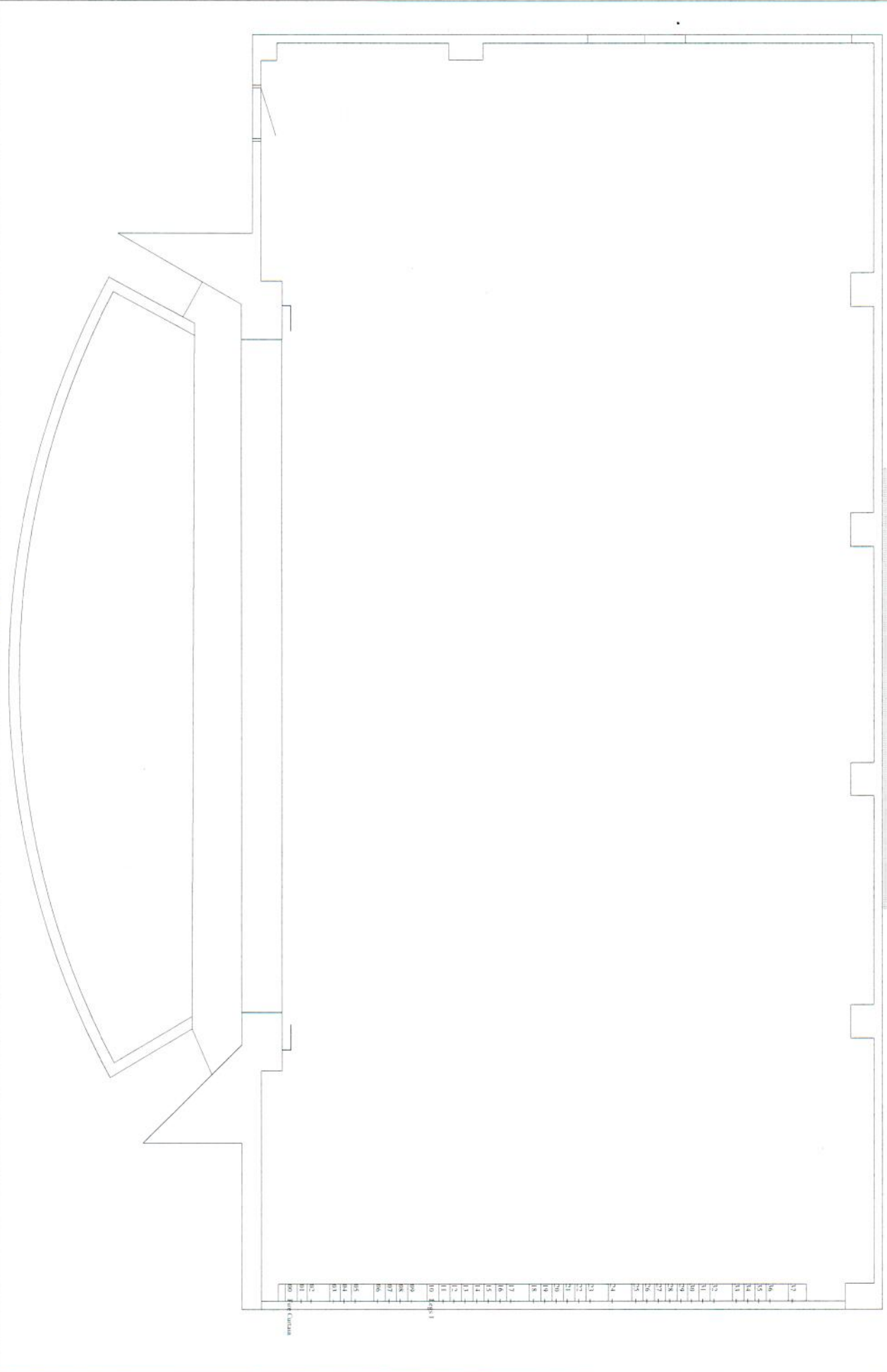
Visual and Performing Arts Division Chair

Name of Representative

VPA Sr. Administrative Assistant

Title

VPA Theatre Technician



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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McLennan Community College

Production: THE MUSICAL COMEDY MURDERS OF 1940

What is this?: GROUND PLAN

Scale: 1/8" = 1'-0"

Designer: BENJAMIN MASON

Date: 9/7/2022

Drafted By: BENJAMIN MASON

Drawing #: 0.1 BPAC

REVISIONS

Vectorworks Educational Version