

East Central College Facility Rental Information/Guidelines

Booking an Event

It is best to schedule an event with as much notice as possible as dates do fill quickly. You may wish to visit East Central College in person to make arrangements as complete as possible on the first visit.

East Central College Rental Hours

The main campus facilities are available for scheduled events seven days a week. There are some official college holidays that the campus is closed for all use.

Rental of Classrooms

East Central College will rent their classrooms to individuals, organizations, and other educational institutions whenever it does not conflict with scheduled classes or events sponsored by East Central College. Accredited educational institutions are eligible for a waiver of rental charges for rooms and equipment, but are subject to fees accrued for college personnel services associated with the event.

Rental of Theater

*Individuals and organizations may also rent the East Central College theater and other educational institutions whenever it does not conflict with scheduled classes or events sponsored by East Central College. The Theater Manager, Shane Dawson, or his designated representative will be present for all functions held in the theater unless deemed unnecessary **by the college**. The same guidelines set out for classroom rental applies to the theater.*

Rental of Training Center

The East Central College Training Center (ECTC) building has been established to enhance the opportunity for customized training for our surrounding communities, expand our hospitality program, and make available one of the best conference/workshop facilities for our district. This facility is available for public rental whenever it does not conflict with scheduled customized training programs, classes, or other events sponsored by East Central College.

Parking

There are over 1400 parking spaces available to students, faculty and the general public on East Central College's main campus. If special accommodations are necessary for a certain event, please contact the office of Facilities and Grounds least two weeks prior to the event.

Decorations, Signs and Posters

All decorations and materials must be removed immediately following the completion of the event. Otherwise, they will be disposed of at East Central College's discretion. The sponsor of the event will be financially responsible for any damages to the facility resulting from the misuse of decorations or materials.

Advertisement of Events

Advertising for events, displays, or activities on campus needs to be approved by the Public Relations office at least two weeks in advance of posting or distribution. Please have any proposed fliers, banners, posters, brochures, displays, newspaper, radio or TV ads approved by Public Relations, East Central College, 1964 Prairie Dell Rd., Union, MO 63084, ATTN: Jay Scherder. There is an advertising/promotion approval form that must be completed for any advertising approvals.

Deposits

No deposit will be required at the time of booking. A deposit of 50% is required to finalize the event confirmation and hold the reservation. The college reserves the right to deny a refund of any deposit if adequate notification of cancellation has not been received.

Liability

A certificate of insurance shall declare East Central College to be held harmless in the event of bodily injury or property damage and must show East Central College as an additional insured to your general liability policy.

Alcoholic Beverages

*Alcoholic beverages are **not allowed** on any campus site belonging to East Central College. Anyone bringing alcoholic beverages of any kind onto the grounds or in to a facility belonging to East Central College will be asked to leave and the organization may lose the privilege of renting any facility from the college in the future.*

Room Changes

It is the desire of the college that every rental request is filled as requested. However, East Central College reserves the right to re-assign function space based on actual space requirements and availability.

Additional Information

If additional information is needed in order to serve your rental needs, please feel free to contact the Facilities Specialist at East Central College at 636-584-6735.