

Guidelines for Use of Daniel Morgan Technology Center Multi-Purpose Room/Conference Room

- 1) Request for use form must be completed online. (Available through DMTC website in Quick Links)
- 2) Point of contact at the school is Mrs. Angie Arthur. (864-279-6900)
- 3) Event sponsor will be responsible for making sure that all guests have an ID and that it is worn when out in our building. (Restrooms, etc.)
- 4) Event Sponsor will be responsible for providing a roster to the office of who will be attending their event on the day of the event.
- 5) Guests will report to the Multipurpose Room and will not have to check in through the front office.
- 6) Event Sponsor will be responsible for making sure that guests park in the appropriate parking area. When using the Multi-Purpose room, guests will park in the parking lot between Zion Hill Church and DMTC. (Student parking spaces will be numbered and should not be used. The area designated as faculty parking should not be used.)
- 7) Event Sponsor will be responsible for providing details about how the room should be set up and for how many guests at least two weeks in advance of using the facility.
- 8) Event Sponsor will be responsible for removing excess materials left behind after the event, so as to not create additional work for our custodial staff.
- 9) If the facility is to be used outside of normal school hours, there will be a fee of \$25 to open and close the building.
- 10) If custodial assistance is needed during an event outside of normal operating hours, arrangements can be made for assistance at a rate of \$20 per hour.

Notes: