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***\*Please remember that TATC is a learning environment.***

Tooele Applied Technology College (TATC) is available for use under the following guidelines:

### **Education & Training Use**

- Business & Industry
- Custom Fit & Corporate Training
- Tooele Service/Charitable Organizations
- Tooele Civic Groups
- Government & Political Activities
- Art Display, but not Art Events
- Not available for events and parties
- Either Board Room or Conference Room always available for TATC use
- Upon availability, the Board Room or Conference Room may be used

### **Hours & Fees**

- **Monday through Friday 8:00 am-4:00 pm: no fee**
- **Monday through Friday 4:00 pm-9:00 pm, and Saturday: fees apply**
  - Multipurpose Room only
  - \$100 non-refundable deposit due 10 working days before scheduled activity; full payment due prior to event
  - \$200 for half of Multipurpose Room
  - \$350 for full Multipurpose Room
  - Fees are subject to change

If you are using TATC for an activity, please respect the students and facility by observing the following:

1. **TATC does not allow children and visitors to be in classrooms or lab areas:** This is a safety issue for students, instructors, and parents. Having children and visitors in classes is also a distraction from the learning process. TATC allows visitors in classrooms to preview the instructional setting. These visits must be scheduled in advance and supervised.
2. **TATC is a learning environment:** Respectful/non-disruptive behavior is expected.
3. **Training Materials:** Visitors are welcome to use the white boards in training rooms or bring easels and paper for training purposes. TATC does not allow anything to be adhered to the walls with tacks or nails.

4. **Clean Up:** Please make sure the floors and tables are free from garbage and that all training materials are removed. There are trash cans in every room.
5. **Media Center:** The Media Center computers are for TATC Students only.
6. **Lost and Found:** Any items lost or found should be taken to the Student Services reception desk. Staff will tag the item with the time, date, and location where found. Lost or found items will be returned to the owner upon the proper description of the item reported lost. Unclaimed items will be retained for 60 days. After that time, items will be disposed.
7. **Parking:** Parking is provided free without required passes or stickers. Visitors are not allowed to park AT ANY TIME in the red zone in front of the building.
8. **Smoking:** Utah Law requires that TATC limit smoking to a *designated* smoking area. The smoking area is located west of the building at the covered bench.
9. **Alcohol:** Alcohol is not allowed at TATC.