



CENTRAL PIEDMONT

FACILITIES RENTALS



CENTRAL PIEDMONT
COMMUNITY COLLEGE

WELCOME

Welcome to Central Piedmont! The mission of Central Piedmont is to facilitate student learning, success, and completion. Central Piedmont provides exceptional education and globally competitive training in an engaging, supportive environment.

As a service to the community, we offer a variety of rental spaces throughout our six diversified campuses, which include classrooms, computer labs, conference rooms, lobbies, and small auditoriums for meetings and events. Our team provides excellent customer service and works closely with clients to determine their needs so we can better assist with coordinating logistics such as AV and parking.

All interested parties must submit a [rental application](#), as well as a current [certificate of insurance](#), and will assume all fees associated with the event. An application and a current certificate of insurance must be submitted from the requesting organization for processing and approvals a minimum of two weeks prior to the date of the event. Applications will be considered one month prior to a subsequent semester, and spaces cannot be rented further out. All assessed fees must be paid in full prior to the date of the event.

Thank you for considering Central Piedmont for your next meeting or event. We look forward to working with you.

For more information, please contact:

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and Harris Conference Center
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RENTAL SPACES

SMALL CLASSROOMS

Includes audio/visual equipment, white boards, podium, and tabletop desks with chairs.



CATO CAMPUS

RENTAL SPACES

SMALL CLASSROOMS

Includes audio/visual equipment, white boards, podium, and tabletop desks with chairs.



CENTRAL CAMPUS

RENTAL SPACES

SMALL CLASSROOMS

Includes audio/visual equipment, white boards, podium, and tabletop desks with chairs.



LEVINE CAMPUS

RENTAL SPACES

LARGE CLASSROOMS AND ACTIVITY ROOMS

Includes audio/visual equipment, white boards, podium, and tabletop desks with chairs.



CATO CAMPUS

RENTAL SPACES

LARGE CLASSROOMS AND ACTIVITY ROOMS

Includes audio/visual equipment, white boards, podium, and tabletop desks with chairs.



CENTRAL CAMPUS

RENTAL SPACES

LARGE CLASSROOMS AND ACTIVITY ROOMS

Includes audio/visual equipment, white boards, podium, and tabletop desks with chairs.



CENTRAL CAMPUS

RENTAL SPACES

LARGE CLASSROOMS AND ACTIVITY ROOMS

Includes audio/visual equipment, white boards, podium, and tabletop desks with chairs.



MERANCAS CAMPUS

RENTAL SPACES

MULTIPURPOSE ROOMS

Includes flexible audio/visual equipment, white boards, podium with microphone, and tabletop desks with executive chairs.



CENTRAL CAMPUS

RENTAL SPACES

MULTIPURPOSE ROOMS

Includes flexible audio/visual equipment, white boards, podium with microphone, and tabletop desks with executive chairs.



CENTRAL CAMPUS

RENTAL SPACES

COMPUTER LABS

Includes a computer station at each desk, audio/visual equipment, white boards.



CENTRAL CAMPUS

RENTAL SPACES

COMPUTER LABS

Includes a computer station at each desk, audio/visual equipment, white boards.



CENTRAL CAMPUS

RENTAL SPACES

LECTURE-STYLE AUDITORIUMS

Include tiered seating with desk tops, podium, whiteboards, and audio/visual equipment. No food or beverage permitted.



CATO CAMPUS

RENTAL SPACES

LECTURE-STYLE AUDITORIUMS

Include tiered seating with desk tops, podium, whiteboards, and audio/visual equipment. No food or beverage permitted.



RENTAL SPACES

LECTURE-STYLE AUDITORIUMS

Include tiered seating with desk tops, podium, whiteboards, and audio/visual equipment. No food or beverage permitted.



HARRIS CAMPUS

RENTAL SPACES

CONFERENCE ROOMS

Includes boardroom-style table, audio/visual equipment, and white boards.



CENTRAL CAMPUS

RENTAL SPACES

CONFERENCE ROOMS

Includes boardroom-style table, audio/visual equipment, and white boards.



LEVINE CAMPUS

RENTAL SPACES

LOBBY SPACES



CENTRAL CAMPUS

RENTAL SPACES

LOBBY SPACES



HARPER CAMPUS

RENTAL SPACES

LOBBY SPACES



MERANCAS CAMPUS

CATERING SERVICES

Organizing a brainstorming session? Canteen will make sure you have snacks and drinks to keep the creativity flowing. Hosting clients or business partners? They will deliver a spread that's sure to impress! Putting together a last-minute working lunch? Rest easy — they will provide the fuel to keep your engines running. No matter the size of your group or complexity of your menu, Canteen is ready to assist with any catering need.

Ready to get started? Place your order today!

[Catering Request Form](#)

The logo for Canteen, featuring a green stylized sun icon with rays above the word "canteen" in a lowercase, rounded, green sans-serif font.

RENTAL RATES AND CAPACITY

ROOM TYPE	CAPACITY	HALF DAY	FULL DAY
SMALL CLASSROOMS	14-40	\$200	\$300
LARGE CLASSROOMS AND ACTIVITY ROOMS	41-74	\$250	\$350
MULTIPURPOSE ROOMS	32, 48	\$400	\$600
COMPUTER LABS	14-30	\$250	\$350
LECTURE-STYLE AUDITORIUMS	54-200	\$500	\$800
CONFERENCE ROOMS	<20		\$375
LOBBY SPACES	Varies		\$250

Our larger performance style auditoriums are available through Central Piedmont's Performance Theaters Division at 704-330-6840 or [Performing Arts and Events Facilities](#).

If you are seeking a full-service venue, please explore the [Harris Conference Center](#), located on our Harris Campus. It has over 12,000 square feet of flexible meeting space, convenient amenities, state-of-the-art technology, and a beautifully appointed art gallery.

EVENT POLICIES AND PROCEDURES

FACILITIES AND SERVICES

LOCATIONS

CATO CAMPUS

8120 Grier Road, Charlotte, NC 28215

CENTRAL CAMPUS

1201 Elizabeth Avenue, Charlotte, NC 28204

HARPER CAMPUS

315 W. Hebron Street, Charlotte, NC 28273

HARRIS CAMPUS

3210 CPCC Harris Campus Drive, Charlotte, NC 28208

LEVINE CAMPUS

2800 Campus Ridge Road, Matthews, NC 28105

MERANCAS CAMPUS

11930 Verhoeff Drive, Huntersville, NC 28078

HOURS OF OPERATION

Monday.–Friday, 8 a.m.–9 p.m.

Saturdays available upon request.

Closed Sundays.

RENTALS INCLUDE

- Tables and chairs
- Existing AV equipment with limited ITS support
- Self-parking

**Security and cleaning are additional cost*

CERTIFICATE OF INSURANCE REQUIREMENTS

1. Central Piedmont Community College must be added as an Additional Insured as it pertains to the work done/service provided and/or product delivered to the college.
2. The Certificate Holder must be:
Central Piedmont Community College
Attn: Enterprise Risk Management
PO Box 35009
Charlotte, NC 28235
3. Central Piedmont requires a COI which shows General Liability, Workers' Compensation, Automobile Liability and Umbrella Liability coverages.
4. Additional insurance and/or coverages may be requested based on the services provided to the college.
5. Vendors Providing Catering Services — In addition to showing proof of General Liability, please provide proof of Liquor Liability insurance coverage. Due to the fact that a service is being rendered, please provide proof of Professional Liability.

More information regarding the certificate of insurance requirements can be found here: [Central Piedmont COI](#)

ACCESSIBILITY

Central Piedmont is committed to ensuring equal access. Central Piedmont complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

EVENT POLICIES AND PROCEDURES

GENERAL RULES AND REGULATIONS

PARKING

Vehicles and their contents are parked on Central Piedmont's premises entirely at the owner or driver risk. Central Piedmont does not accept any responsibility for any loss or damage to vehicles or their contents.

PAYMENT

An invoice will be sent upon full execution of a Memorandum of Agreement (MOA). Full prepayment will be due at least 10 business days prior to the scheduled use.

CANCELLATION POLICY

1. If the renting organization cancels the event between the execution of the agreement and 90 days prior to the Event Date, the cancellation fee shall be equal to 25% of the rental fee.
2. If the renting organization cancels the event between 60 and 89 days prior to the Event Date, the cancellation fee shall be equal to 40% of the rental fee.
3. If the renting organization cancels the event between 30 and 59 days prior to the Event Date, the cancellation fee shall be equal to 60% of the rental fee.
4. If the renting organization cancels the event within 29 days of the Event Date, the cancellation fee shall be equal to 75% of the rental fee.

CLEANING

The renting organization is responsible for cleaning the area after use, including the removal of all food waste. Recycling is required; receptacles will be provided by the college. Any cost incurred by Central Piedmont for the clean-up or removal of event-related activities or materials will be charged to the renting organization at \$22 per hour, per custodian. Central Piedmont is not responsible for any materials left on the premises after the event.

SECURITY

All vendors and contractors must sign in with Central Piedmont security prior to setting up for an event. Should Central Piedmont require that security be present, the renting organization will be assessed an additional fee of \$33 per hour and/or \$53 per hour (overtime/after hours), per security officer.

PROHIBITED ITEMS

Weapons are not permitted on the premises, including tasers, sparklers, pyrotechnics, drones, pepper spray, mace, guns, knives, or dangerous weapons. Drugs are also prohibited.

SMOKING POLICY

Central Piedmont is a tobacco-free and smoke-free institution. Smoking and vaping are not permitted anywhere on campus, including inside the buildings, inside cars, parking lots, or outside terraces.

ANIMALS OR PETS

EVENT POLICIES AND PROCEDURES

GENERAL RULES AND REGULATIONS

Animals and pets are not permitted on campus other than assistance animals, such as guide or service dogs.

INCLEMENT WEATHER POLICY

The College may be closed due to inclement weather or other emergencies and events resulting in significant logistical challenges that impede the college's ability to effectively and efficiently operate. The decision to close the College or cancel classes will be made by the president or other administrators designated by the president. Such actions will not always coincide with announced closings of local public schools, other local colleges, or local business entities.

FORCE MAJEURE

The Parties' performance under the Memorandum of Agreement (MOA) is subject to acts of God; war; government regulation; locally declared State of Emergency; disease (examples of disease: SARS, COVID-19); threats or acts of terrorism or similar acts; governmental travel advisories; disaster; strikes; civil disorder; curtailment of transportation facilities; a closing of part of Central Piedmont Community College's campus that affects Central Piedmont's ability to host an event; or any other cause beyond the parties control; making it inadvisable, illegal

or impossible to perform their obligations under the Agreement. Either party may cancel the Agreement for any one or more of such reasons upon written notice to the other.

COMPLIANCE WITH LAWS, TERMS AND CONDITIONS

Group shall comply with all federal, state and local laws, rules, and regulations with respect to its activities on Central Piedmont property, including obtaining any permits required for Group's activities during the Event. The renting organization agrees to ensure that each attending member of its organization and other participants in the event described herein abide by the terms and conditions set forth in the [College's Policies and Procedures Section 2.06](#), the Application for Use of College Facilities, and the Memorandum of Agreement (MOA).

DISCLAIMER

Central Piedmont reserves the right to deny a rental application or cancel a rental agreement for any reason, including, but not limited to, if the proposed use or event: conflicts with Central Piedmont's Mission Statement; involves content that is considered by Central Piedmont to be inappropriate; and/or is deemed by Central Piedmont to be prejudicial to others in any way or not in the best interest of Central Piedmont and/or its

RESERVE SPACE AT CENTRAL PIEDMONT

Application acceptance is subject to review, including qualification of insurance requirements, and intended use of the space.

[Complete the Rental Application Form](#)