



Facility Request Form

Applicant's Name _____ Date _____

Facility/Room Requested _____

Name/Type of Event _____ Estimated Attendance _____

Event Open To: Member Only All Campus Public

Requesting Organization/Department _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

***Requests must be submitted at least 2 weeks in advance of event.**

| <u>EVENT DATE</u> (MM/DD/YY) | <u>TIME RESERVED</u> | | <u>ACTUAL EVENT TIME</u> | |
|---------------------------------|----------------------|-------------|--------------------------|-------|
| | Set-Up From | Clean-Up To | Start | End |
| | AM/PM | AM/PM | AM/PM | AM/PM |
| | AM/PM | AM/PM | AM/PM | AM/PM |
| | AM/PM | AM/PM | AM/PM | AM/PM |
| | AM/PM | AM/PM | AM/PM | AM/PM |
| | AM/PM | AM/PM | AM/PM | AM/PM |

SET-UP: Applicant must contact appropriate offices 2 wks before event to ensure arrangement of specific needs.

Number of Tables Required: _____ Chairs: _____ Sound Equipment YES NO
Specify any special requirements: _____ Visual Equipment YES NO

FOOD: Lander has first option for catering. Call 864-388-8723 for scheduling & menu options.

Food or drink to be served? YES NO

Request NOT APPROVED until applicant has received electronic confirmation from Facilities Scheduling Coordinator.

Applicant Signature _____ Date: _____

Signature above indicates agreement to comply with policies regarding use of Lander University facilities as specified on reverse side of this form and any attachments.
***Please initial each section on reverse side and attachments verifying that you have read and agree to with the terms specified.

Area Coordinator Signature _____ Date _____

Facilities Scheduling Coordinator Initials _____ Date _____ Reservation Number _____

OFFICE USE ONLY

Custodial Services Engineering Services University Police Confirmation Sent Fees Event Staff

It is the policy of Lander University to rent its facilities at a reasonable rate to the general public, faculty, staff and students of Lander University provided renter is in good standing with the University. The facilities of Lander University are first and foremost here for academic/athletic purposes. Use of the facility(ies) must not interfere with the academic/athletic mission of the University or regular activities* and services. Facilities available for rental include: Horne Arena, Athletic Fields, Barratt Hall auditorium, Cultural Center, Sproles Recreation Center, Grier Center, Laura Lander Hall, Learning Center, Science Building, PEES, Centennial Hall Multipurpose Room, Outdoor areas to include outdoor pool and Dingle Amphitheatre. Facilities off campus available for rent are Cambridge Hall and Equestrian Center. (*including but not limited to Open House, Parent's Day, and Homecoming.)

LANDER UNIVERSITY CAMPUS POLICIES AND PROCEDURES

Initial here

1. All off-campus groups must contact Facilities Scheduling Coordinator.
2. No fundraisers.
3. Person responsible for event understands & must include in any publicity of the event the following statement: "Use of Lander's facilities does not necessarily imply University sponsorship".
4. Applicant will be held responsible for behavior and safety of persons in attendance as well as for any loss or damages incurred during occupancy; assessments made accordingly.
5. Groups of 15 or more under the age of 18, must provide one adult (over the age of 21) for every 15 participants.
6. The person responsible for event releases the State of South Carolina and Lander University from any liability as a result of this event.
7. The laws of South Carolina, City and County of Greenwood, and the rules and regulations of Lander University must be strictly enforced at all times. The undersigned agrees to reimburse Lander or the State of S.C. for costs or fees (including reasonable attorney's fees) incurred to enforce this agreement.
8. Lander University is a tobacco-free campus. Tobacco use is prohibited on all university grounds, both indoor and outdoor.
9. Alcohol is not permitted on campus without written permission from the Office of the President.
10. Food and Drink are allowed only in designated areas.
11. Gambling in any form is prohibited on or within the University buildings and grounds.
12. Hanging pictures, banners, or other items from walls, windows, doors, curtains, or other parts of buildings not specifically designated for that purpose is strictly prohibited.
13. Parking is permitted in spaces and lots which are not restricted for visitors, services vehicles, and reserved spaces. Parking is not permitted along curbs and other unmarked areas.
14. A custodial fee, based on the size of the facility, will be assessed if the facility is not left in a clean and orderly manner.
15. Events may require employment of police officers for crowd control and/or traffic to be determined by Lander University Police Chief & will be accessed a fee.
16. Fee waivers must be approved and signed off by the President of Lander University.
17. Furniture in facilities cannot be removed. Round tables cannot be substituted for permanent fixtures (CH Multipurpose, GC 358 included).
18. Any outside vendors selling items on campus must be sponsored by a University Dept or have approval of the President's Council.
19. Student organizations are permitted to use University Facilities in accordance with the established procedures found in the student handbook.
20. Event facility(ies) should be secured and confirmed prior to publicizing event.
21. The use of Smart Classrooms requires a University sponsor to be present during the event.

Internal Cancellation of confirmed event must be received in writing by Facility Scheduling Coordinator at least 48 hours in advance to avoid charges.

External Cancellation of confirmed event must be received in writing by Facility Scheduling Coordinator at least 2 weeks in advance to avoid charges.

Deposit and Cancellation A Deposit of 15% of payment for estimated fees for facility rental is due within 30 days of confirmed facilities. Cancellations greater than 2 weeks out will receive full refund of deposit.

Insurance Depending on the nature of the event, Client is required to purchase and provide a Certificate of Liability Insurance. This rider can be obtained through client's insurance provider. Coverage amount= \$1,000,000.00 per incident. Lander University must be named as an additional insured on certificate. Date of event should be specified. A certified copy of this insurance policy will be required 30 days prior to event. Failure to comply with this policy will cancel the reserved facilities and deposit will be forfeited.

Facilities Scheduling Each facility has been assigned a facilities coordinator who verifies initial availability. Each coordinator is responsible for pre-approving any event to be scheduled in their assigned area. Area coordinator enters initial request if available. Request not approved until applicant receives electronic confirmation from Facilities Coordinator.

Include Facilities Coordinator in all planning of Master calendar and events.

Elizabeth McCune, Facilities Coordinator 864-388-8335 Fax: 864-388-8197 emccune@lander.edu Lander University 320 Stanley Ave CPO 6062 Greenwood, SC 29649-2099

| COORDINATORS | AREA | CPO BOX | EXT | OFFICE |
|-------------------|---|---------|------|---------|
| Heather Pilgrim | Arena, Athletic Fields | 6016 | 8316 | AC 100 |
| Mary Jo Carpenter | Barratt Hall | 6027 | 8394 | BH 124 |
| Eddie Shaw | Cultural Center (includes Commons & Auditorium), Amphitheatre, Assembly Plaza | 6033 | 8406 | CC 385 |
| Megan McCartney | New Hall Multipurpose Rm | 6019 | 8564 | GC 325 |
| Kristin Brannon | Dawson Room | 6021 | 8078 | GC S145 |
| Student Affairs | Outdoor areas, Sproles Rec Center, Grier Center, JL Steps | 6012 | 8240 | GC S346 |
| Tammie Mallory | Laura Lander Hall | 6030 | 8386 | SC 246 |
| Susan Russo | Learning Center | 6008 | 8948 | LC 109F |
| Tammie Mallory | Science Building | 6030 | 8386 | SC 246 |
| Daniel Yeargin | PEES Center | 6042 | 8724 | PS 242 |
| Eslam Abuhmad | Centennial Hall | 6019 | 8573 | GC 322 |

FACILITY RULES AND REGULATIONS*Initial here*

1. Each event will have one assigned University representative and decisions of this representative in all matters regarding the event are final.
2. Sets, props, equipment, etc must be delivered & removed within reserved time/date. University disposes of items not retrieved within reserved time/date.
3. Presenter must meet with Special Event Staff at least 2 weeks prior to event to discuss technical arrangements.
4. The use of outside contractors must be approved in advance and meet with Special Event Staff and presenter at least one week prior to the event to discuss arrangements.
5. Lander reserves the right to inspect all equipment, props, scenery, and rigging to be used in the event and may restrict or prohibit use of equipment if, in its opinion, it constitutes a danger to the safety or well being of any persons or the facility. Decision of technical director or his representative in this respect is final.
6. Renter will not advertise this engagement until written approval for use of space has been given.
7. Video and/or audio recordings of performances for purpose of resale are not allowed without the express, written consent of the University.
8. All ushers, stagehands, chaperones, or other support personal supplied by the presenter must meet with the Special Event Staff prior to any rehearsal and / or performance.
9. Hallways are not to be used as dressing or holding areas. All persons associated with performance should be in assigned holding area/on stage and not walking the halls.
10. Only authorized personnel may use Lander University's Equipment and systems.
11. Lander University will provide only those technicians required by Facilities Use Agreement. Running crew, carpenters, & loaders not provided.
12. The use of supplies such as gaffe and spike tape is not guaranteed.
13. Only one truck allowed to park at loading dock while not loading or unloading. Vehicles parked around the loading area will be ticketed.
14. University staff must receive a 1 hour dinner break during conventional meal times.
15. Renter is responsible for security of the facility.

ADDITIONAL CULTURAL CENTER AUDITORIUM RULES AND REGULATIONS*Initial here*

- Must be at least 24 hours between bookings of this venue to allow for set-up/breakdown of event equipment and other setup items.
- The use of open flame on stage is prohibited.
- Lander University does not provide lighting designers by definition, the University provides lighting technicians.
- Permission for use of University pianos must be obtained through the Dean of Arts and Humanities.
- No food or drink allowed on stage or in the auditorium at any time.
- Capacity (631 seats) cannot be exceeded. No one is allowed to sit or stand in the aisles during the show.
- External Groups: An additional fee of \$250.00 will be charged if evidence of food or drink are found in the auditorium immediately following your event.

ADDITIONAL HORNE ARENA RULES AND REGULATIONS*Initial here*

- Must be at least 36 hours between bookings of this venue to allow for setup/breakdown of the event equipment and other setup items.
- Capacity (2250 seats) cannot be exceeded for any reason. No one is allowed to sit or stand in the aisles during the event.
- No flyers allowed on glass ,etc.