



# 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  
 Visual Equipment  YES  NO  
 Specify any special requirements:

**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 assessed 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
Kayla Davis	Laura Lander Hall	6029	8212	LL 314
Susan Russo	Learning Center	6008	8948	LC 109F
Tammie Mallory	Science Building	6030	8386	SC 246
Matthew Gilstrap	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.