



Event Procedures Manual

Contents

- 1.0 INTRODUCTION..... 4
 - 1.1 Purpose..... 4
 - 1.2 Scope 4
 - 1.3 Related Policy 4
- 2.0 ROLES AND RESPONSIBILITIES..... 5
 - 2.1 University Events 5
 - 2.2 University Registrar 5
 - 2.3 Event Organization 5
 - 2.4 Event Client 5
 - 2.5 Event Coordinators/Managers 6
 - 2.6 Event Services..... 6
 - 2.7 Events Logistics and Impact Group 6
 - 2.8 Emergency Operations Group (EOG) 6
- 3.0 UNIVERSITY EVENT SPACES 6
 - 3.1 Special Use Space 7
- 4.0 UNIVERSITY EVENT TYPES..... 6
 - 4.1 Determination of Event Type 7
 - 4.1.1 Internal Event..... 7
 - 4.1.2 External Event 7
 - 4.1.3 Sponsored Event 8
 - 4.1.4 University Sponsor..... 8
 - 4.1.5 University Sponsor: Event Planning Requirements..... 9
 - 4.2 High Profile/High Impact Events. 9
 - 4.3 University Major Events & Traditional University Major Events..... 10
- 5.0 EVENT SCHEDULING AND COORDINATION..... 11
 - 5.1 Space Release Timing 11
 - 5.2 Internal Event (Faculty/Staff Organized) 11
 - 5.3 Internal Event (Registered Student Organizations) 12
 - 5.4 Sponsored Event 12
 - 5.5 External Event..... 13

6.0 SPACE USE FEES 15

 6.1 Venue Rate Chart 15

7.0 EVENT LOGISTICS 16

 7.2 Events Involving Minors..... 16

 7.3 Cancellations 16

 7.4 Catering 16

 7.5 Insurance Requirements..... 17

 7.6 Kiosks, Banners, and Easels..... 17

8.0 OUTDOOR EVENTS..... 17

 8.1 Amplified Sound 17

 8.2 Environmental Health and Safety 17

 8.2.1 Tents and Staging..... 17

 8.3 Inclement Weather Procedures 17

Appendix A: Special Use Spaces..... 18

Appendix B: Venue Rate Chart (as of 9/27/2023)..... 19

Appendix C: High Profile/High Impact Event Procedures 22

1.0 INTRODUCTION

Savannah State University provides space for academic, co-curricular, public, and business services to the university community and public. The university provides event support services in order to promote successful event experiences for event attendees and guests of the university.

1.1 Purpose

The manual outlines the procedures that the university will follow when scheduling university space. This manual provides guidance to the university community and public regarding event scheduling, coordination, and management of events.

1.2 Scope

The procedures outlined here apply to all Savannah State University faculty, staff, students, and external organizations that reserve and use space owned, leased, or controlled by Savannah State University. This policy applies to all university offices, departments, units, and divisions, regardless of location or function, and includes all auxiliary enterprise operations except classroom assignments made by the Office of the University Registrar.

An event is a meeting, conference, presentation, gathering, or other activity that occurs on university property.

1.3 Related Policy

<https://www.usg.edu/policies/>

2.0 ROLES AND RESPONSIBILITIES

The following units, individuals, and groups share responsibility for ensuring that all events on university property conform to applicable university policies and procedures.

2.1 University Events

University Events is responsible for the scheduling and management of event space owned, leased, or controlled by Savannah State University for use by external individuals.

The Office of Student Affairs is responsible for the oversight of scheduling and management of all internal events hosted by or for a student organization or club.

2.2 University Registrar

The Office of the University Registrar is responsible for managing the use of university classrooms at all of SSU's locations. The Office of the University Registrar must assure that courses have been scheduled in university classrooms before allowing University Events or the Office of Student Affairs to schedule non-course-related events in classroom venues.

2.3 Event Organization

The Event Organization is the primary organization hosting the event. This organization is responsible for all costs associated with the event and ensuring SSU policies, procedures, and guidelines are followed. For Sponsored Events, the university department will be considered the primary organization.

2.4 Event Client

The Event Client is the primary point of contact for an event. This individual is a member of the host organization and is responsible to be knowledgeable with the details associated with the event. The event client will communicate logistical and financial information to the event coordinator and serve as the point of contact for any questions during the event planning and execution. The event client must be on site during the event or appoint a designee to assume this role for the duration of the event.

2.5 Event Coordinators/Managers

Event Coordinators/Managers process new event requests, locate space and time as available in the university's scheduling system (AdAstra), and may coordinate all event logistics, working as the liaison between client and service providers.

2.6 Event Services

Event Services will execute setups for event spaces. If Events Services cannot provide furnishings, items from the in-house inventory, University Events will contract with outside companies to provide additional services (e.g. delivery/set-up/s, permitting for stages and tents).

2.7 Events Logistics and Impact Group

University Events will be responsible for managing a working group of SSU personnel that will address impact of specific events, procedural questions, and solutions to event-related issues.

This working group will be known as the Events Logistics and Impact Group.

The Events Logistics and Impact Group will interpret policies, procedures, and guidelines, and reach decisions regarding all aspects of events that are deemed Major Events. The Events Logistics and Impact Group will provide a proposal to the Executive Leadership Team for additional clarification or appeals if required.

The Events Logistics and Impact Group will determine which spaces are classified as a special use, traditional university events, or major events.

2.8 Emergency Operations Group (EOG)

The EOG comprises representatives from key university units that have resources and/or knowledge that are necessary to help the university prepare for events that have the potential to impact daily operations of the university.

3.0 UNIVERSITY EVENT SPACES

University Events is responsible for scheduling all indoor and outdoor university event space for external parties and general campus events, and the Office of Student Affairs is responsible for scheduling all indoor and outdoor event space for student organizations, clubs or events specifically held for students with the exception of special use spaces and departmental conference rooms with a capacity of 20 or fewer.

3.1 Special Use Space

Certain Spaces/Venues are special use spaces due to their uniqueness of operation. Special use space is subject to the approval of the facility manager. University Events will maintain the list of Special Use Spaces. The Events Logistics and Impact Group will recommend changes to the special use space list to the Executive Council.

See Appendix A: University Special Use Spaces

4.0 UNIVERSITY EVENT TYPES

4.1 Determination of Event Type

4.1.1 Internal Event

An internal event is one that is organized by a university office or an approved registered student organization for the benefit of and in support of the mission of the university. The participants include university employees, or currently registered students,.

*An event must meet **all** of the following criteria to be considered as an internal event:*

- The organization is a SSU University department with a university department number or a currently approved registered student organization in good standing;
- The university event client/student organization advisor is the sole point of contact for all event planning;
- The university event client/student organization advisor is present for the entirety of the event, is the on-site point of contact, and is responsible for the care of the space and property while in use;
- The university event organization is responsible for all fees associated with the event which will be charged via departmental expense transfer;
- The event solely references SSU and/or the SSU entity as the organizer of the event;
- No funds (except for charges associated with direct support services) are routed to a nonuniversity account.

4.1.2 External Event

Any event that is not deemed to be an internal or sponsored event.

*An event that meets **any one** of the following criteria is defined as an external event:*

- The organization is identified as a business, including but not limited to an LLC or 501(C).
- The Event Client is not an officially recognized university department/office or registered student organization;
- The event is identified by or references an external organization exclusively;
- The university receives payment for resources or services from an external individual or organization to host an event;
- The event charges a fee to participate and/or revenues generated from the event are routed to a nonuniversity account.

4.1.3 Sponsored Event

Partnerships between university organizations/departments and the community who share common goals are vital. A sponsored event is one that involves two or more entities: including a university office, department, unit, or division and an external organization. A sponsored event allows for the opportunity of cost sharing between the two entities. The sponsoring university event client must complete a *Sponsorship Request Form*, which must be approved by the SSU Leadership Team. Registered student organizations may not sponsor events.

Sponsoring university organizations are responsible for ensuring that the event complies with all university and University System of Georgia/State of Georgia policies and procedures.

4.1.4 Events not supported by the University

No event may be scheduled that may be construed as detrimental to the University or community. The university will not support events such as birthday parties, wedding receptions, anniversary parties, family reunions, church services, political events, or other similar events. The University reserves the right to cancel refuse or cancel any event that may not be in the best interest of the University or the community.

4.1.5 University Sponsor

A University Sponsor IS: ___

- SSU academic departments, schools, and institutes.
- Administrative offices within and operating on behalf of the university.
- Nonacademic departments recognized by the President's Office, such as Athletics.

A University Sponsor is **NOT**: _____

- Any individual member of the SSU faculty, staff, or student body providing his/her name to a group simply so that they can plan an event using campus facilities.
- Any individual who does not currently work or attend SSU.
- Any nonprofit or corporate entity that is not affiliated with SSU and does not otherwise have an approved university sponsor, must hold their event as an external client.

4.1.6 University Sponsor: Event Planning Requirements

- The purpose and content of the event must be relative and consistent with the educational mission of Savannah State University.
- The event must meet the overall strategic goals and purpose of the sponsoring school, department, or unit.
- The department's director, school's dean, or other designated university authority within that organization must be informed of the event and approve the proposed expenditure of funds.
 - He/she must be given the opportunity to review the request, understand the commitment of SSU staff resources, and identify, if necessary, any conflicts of interest that might preclude the event from being held on campus.
- Be responsible for the actual logistical planning and execution of the event to ensure that sponsorship event criteria and university goals are met.
- Provide appropriate and reasonable SSU faculty involvement to adequately recognize SSU's role in the educational content of the conference or other academic related presentation.
- Assume all financial responsibility (providing the appropriate account number to all administrative entities that will charge fees) and ensure that all paperwork is completed in advance and timely to ensure vendors are paid for their services to the best of your ability.
- Use of the SSU name and marks on all promotional items by the co-sponsor must be reviewed, pre-approved, and in alignment with USG policy.
- All ticketing and registration arrangements must be done through a SSU university department that is financially compliant and can provide revenue reports, for tax purposes.

4.2 High Profile/High Impact Events

High Profile/High Impact Events are events that require significant resource commitment or may disrupt normal university operations. When University Events reviews an event that has the potential of being a High Profile/High Impact Event, the Event Coordinator/Manager will coordinate with the Events Logistics and Impact Group. The Events Logistics and Impact Group will identify High Profile/High Impact Events and evaluate them for campus wide impact. This group will ensure the coordination of logistics including transportation, safety, access, and event operations. Examples of these types of events include high-profile speakers, controversial topics, press involvements, major university announcements, and events involving the President's Office.

Whenever a High Profile/High Impact Event comes to the attention a member of the Events Logistics and Impact Group, by way of an event request, word of mouth, Recognized Student Organization (RSO), or other contact, the following actions will be taken:

1. University Events will convene the Events Logistics and Impact Group to discuss the event if necessary. Events Logistics and Impact Group to review potential impacts on campus safety concerns. The Events Logistics and Impact Group will determine when to activate the Emergency Operations Group.
2. University Events will classify each event as external, internal or internal-RSO. Sponsored events will follow one of the three classes depending on the primary organization.
3. University events will notify the VP of Business and Finance who will notify the leadership team for all external and internal events involving government officials, celebrities, or high- profile speakers regardless of the anticipated impact on campus operations. The Dean of Students will follow the same process for all internal-RSO events.
4. University Events will negotiate terms and conditions set by the university with the Event Client for all external events. All internal events will follow SSU policies and procedures.
5. For *high profile/high impact internal* events with the potential of high visibility, Marketing will handle aspects of the event that relate to the branding and visibility of the university, as well as managing the public relations/university messaging including, press releases, dignitaries hospitality, talking points of university officials, press credentials, etc.

A High Profile/High Impact Event workflow is provided in Appendix C

4.3 University Major Events and Traditional University Major Events

Certain events are critical to the university mission and will have highest priority for scheduling and use of university support resources. When possible Dates/Times and Locations for University Major Events including Traditional Events will be reserved prior to the releasing of spaces to be requested by all other users. The Event Advisory Board determines if a specific event qualifies as a University Major Event. Traditional Events include Spring Commencement, Winter Graduation, Week of Welcome (WOW), Freshman/Transfer Orientation, Homecoming, and Admissions Preview.

5.0 EVENT SCHEDULING AND COORDINATION

All events must be scheduled and entered into the university's centralized scheduling system (AdAstra) and must accurately represent the nature of the event. The university requires information about events prior to reserving space; failure to provide all required information will result in forfeiture of space reservation. As detailed below, certain events require prior approval.

*Specifics may vary slightly on distributed campuses.

5.1 Space Release Timing

Depending on the nature and type of the event, university space may be reserved up to two years in advance.

STANDARD TIMELINE		
Academic	University/Internal/Sponsored	External
Two Years	One Year	3-6 Months

5.2 Internal Event (Faculty/Staff Organized)

1. Event Client (department) requests AdAstra training and new username through emailing University Events (UE) Events@savannahstate.edu .
2. Event Client requests space through AdAstra at least 30 days in advance and notifies UE via Events@savannahstate.edu that a request was submitted.
3. UE Scheduling Manager receives request and filters to appropriate Event Coordinator/Manager as applicable.
4. UE or the Event Coordinator/Manager will respond within three to five business days with space availability, and as needed schedules meeting with Event Client.
5. Based on event needs, Event Coordinator/Manager arranges Audiovisual/IT, parking, Custodial, Facilities, Police, and other support entities.
6. All major event information, including set up, audiovisual, event times, event access, location/venue, and other information is finalized 15 business days prior to the first event day. Minor changes can be made up to three business days before the event without penalty.
7. Event Coordinator/Manager meets with Event Services team to discuss all aspects of event and also updates all information in AdAstra/uploads diagrams.
8. Day of event, Event Coordinator/Manager checks set up, audiovisual, and other event arrangements, makes adjustments with Event Services as necessary
9. Event is executed.
10. Event Coordinator/Manager conducts post event debrief if needed.
11. Event Client is invoiced by University Events.

5.3 Internal Event (Registered Student Organizations)

1. Event Client (RSO approved advisor) receives RSO training and AdAstra username and password.
2. Event Client requests space through AdAstra.
3. University Events (UE) Scheduling Coordinator receives request and responds with confirmation or otherwise within three to five business days.
4. The RSO Advisor routes the event request form to the Office of Student Life, SSU Police Department and SSU Facilities Dept. for review and approval of event prior to final approval by Dean of Students
5. Once the event request form is approved, a copy is submitted at least 7 business days in advance of the event by the Event Client to the University Events Office (UE), the Chief of Police, the Director of Facilities, and the Dean of Students
6. Event is executed.
7. Office of Student Affairs conducts post event debrief if needed.
8. University Events invoices the Event Client as applicable.

5.4 Sponsored Event

1. The Sponsoring University Event Client (University Client) submits an email to the UE at Events@savannahstate.edu .
2. University Events receives request and determines event meets the Sponsored Event Criteria within five business days.
3. Criteria determined by questions include:
 - *Are you working with a group external to the university?*
 - *Are you as the department of the university agreeing to sponsor this event?*
4. UE tentatively reserves space and filters event to Event Coordinator/Manager.
5. Event Coordinator/Manager sends University Client Sponsorship Request Form and advises University Client on process.
6. University Client completes Sponsorship Request Form and Returns form to University Events.

7. UE presents form to the SSU Leadership Team for approval
8. UE Coordinator informs University Client of Sponsorship Request determination.
9. Once event is scheduled set-up information and other event needs are arranged between UE and University Client (requester). Recommendations are discussed for rentals and audiovisual, parking, Custodial, Catering, Facilities, Police, and other support entities etc.
10. University Client informs University Events if external organization is paying for fees (and if so, which fees) **Please note that University Client remains responsible for all fees associated with the event.*
11. University Events prepares contract between the University and External Client.
12. External and University Client then sign a contract, provide certificate of insurance, and a nonrefundable deposit (currently 20 percent of the total contract) within 10 days. Remaining outstanding balance is due 7 days in advance or the event except for USG institutions which are permitted to be invoiced.
13. University Events contacts Custodial and Police or other campus services if needed.
14. All major event information, including set up, audiovisual, event times, event access, location/venue, and other information is finalized 15 business days prior to the first event day. Minor changes can be made up to three business days before the event without penalty.
15. Event is finalized in AdAstra.
16. Event is executed.
17. Post-event debrief if needed.
18. University Client receives an invoice for the outstanding total cost of the event if any. Within 30 days after the event, University Events will submit chargebacks to University Client's (department) organization number, including any unpaid expenses of External Client. If external organization submits payment after the university organization was charged, the university organization will receive a transfer of funds for the proper amount on the next billing cycle.

5.5 External Event

1. External Client inquires about a space via email, or phone call.
2. Event Coordinator/Manager gathers information on the event and requests that the outside party completes an event request form. This form captures the type of event, dates interest in, expected attendance, technical needs, and so on. The goal is to gather as much information in order to be able to best assess the event and what spaces on campus would suit the needs of the client's event.

3. University Events researches (via AdAstra) what spaces and dates are available and shares them with the client.
 - a. Once the reservation is made, a contract is created based on the information provided. The contract estimate clearly states “subject to change”. Then the contract is sent to the client for signature.
 - a. Example: If police are needed, a rough estimate is obtained from SSU Police and Public Safety Department, if University Events is reserving parking and other event services; an estimate is secured from these departments.
4. Client returns a signed copy of the contract, a nonrefundable deposit (currently 20 percent of the room rental), and certificate of insurance, including any certification for minors with the contract. Events booked less than 30 days out will have 1 to 3 days based on the event to provide these documents and are pay the full room rate.
5. When the signed contract is returned, it is then reviewed by SSU legal counsel and counter-signed by SSU Business and Finance.
6. The contract is considered fully executed after all signatures are on the contract. The reservation in AdAstra gets updated to a “SET event” and a copy of the signed documents is emailed/mailed to the client.

10. Depending on the nature of the event, at this point University Events reaches out to the various teams on campus that will be instrumental in ensuring the success of the event and meetings/discussions are set.
11. The University Events Office oversees logistics of the event (as determined within the contract for rentals, audiovisual, parking, Custodial, catering, facilities, police, and other support etc.) with the client. This happens from time of booking to approximately 15 days before. By 10 business days out, the final event logistics are finalized (this mainly entails the diagram and room specifications if the event is not managed by University Events).
12. Within 10 business days BEFORE the event, the client must submit payment in full.
13. Within 30 days of the event, if requested, an event debrief is scheduled with the client.

6.0 SPACE USE FEES

Internal Organizations are responsible for all university expenses related to their internal or sponsored event. Payment should be processed through their University Organization Code (department) through a journal entry chargeback with accounting.

External organizations are responsible for all university expenses related to their event, and must provide a nonrefundable deposit for reserving university space as well as full payment in advance. Whenever feasible, all invoices will be processed through the University Events Office providing the organization one invoice and one payment.

These expenses include, but not limited to, Support Services (e.g., venue rates, Event Services support, Police, Parking, Facilities Management, and permits).

Rates are set to help offset operational costs. Factors include size, location, maintenance, existing in-house technology, and special capabilities of space. Rates are based upon clearly defined event types with the rate for internal university entities being lower than that for external organizations. Rates are set to encourage events without being cost prohibitive, while at the same time encouraging organizers to book actual space and resources they plan to use so venues are available for other users.

Fees may be assessed for logistical items: late cancellations, no shows, venues damages, late changes in set-up, early opens/late closings, excessive janitorial needs, coordination not taken care of by event organizers, senior staff involvement, or other unplanned recoverable expenses.

6.1 Venue Rate Chart

See Appendix B

7.0 EVENT LOGISTICS

University Events will oversee the coordination of event logistics and determine if the event requires review by the Events Logistics and Impact Group. The Emergencies Operations Group will be notified on a case-by-case basis.

7.1 Programs, Events and Camps

Programs, events, and camps (PEC) involve additional complications, coordination needs and risk. Internal, External, or Sponsored Organizations offering PECs will be subject to additional risk mitigation requirements including background checks for PECs serving minors, and post PEC audits meant to ensure all university and University System of Georgia and State of Georgia policies and procedures have been followed.

7.2 Events Involving Minors <https://www.savannahstate.edu/event-services/minors.shtml>

All programs and activities that involve minors (who are not enrolled at SSU) on campus must register with the Programs Serving Minors (PSM) office prior to inviting youth onto the campus. This applies to programs and/or activities offered by various academic or administrative units of the university, or by non-university groups using university facilities. This includes but is not limited to workshops, sport camps, academic camps, conferences and similar activities.

Program/Activity Directors and all staff and volunteers working with youth (minors) in the program must complete the background check and training for PSM. Coordinators/Director must also conduct an orientation detailing the PSM Code of Conduct and SSU harassment policy with the program/activity staff during the regular orientation. The Program/Activity Director must also reiterate requirements and processes for reporting incidence or observations related to child abused or neglected. Additional forms or guidelines may be required based on type of program/activity.

Registering Programs Serving Non-Student Minors

All Programs Serving Minors activities are required to follow the guidelines established by the University System of Georgia for any event with participants that are primarily engaging non-enrolled minors on a campus. This summary details the registration and operations process for such programs at Savannah State University.

Activity Registration Summary

The Program/Activity Director will use the PSM Registration Link to register the program and upload all required forms and documentation. The registration portal also includes are required forms and additional reference materials for keeping minors safe on campus. forms are included in the.

All required documents must be uploaded into the registration portal before a program can be reviewed and approved.

Events Sponsored By SSU Units and Programs

SSU Units sponsoring a PSM activity must first discuss and review the program with the department or division supervisor. Once approved, the unit must complete the PSM registration prior to reserving space for the event. Campus units are also required to complete PSM registration for

7.5 Insurance Requirements

All external vendors are subject to university insurance requirements.

7.6 Kiosks, Banners, and Easels

Kiosks, banners, and easel reservations will be booked and treated like other space reservations. When clients wish to use services like kiosks, banners, donation boxes, and so on, these reservations will be scheduled in AdAstra. Clients will be billed associated fees for these reservations.

8.0 OUTDOOR EVENTS

Events held outdoors are subject to the following additional requirements:

8.1 Amplified Sound

Sound limitations might be in place and the University reserves the right to restrict events with sound concerns or limit the volume of any such event.

8.2 Environmental Health and Safety

Tents, stages, amusement devices, bonfire, fireworks, and pyrotechnics require additional permits. University Events will work with the event organization and Custodial for events that present safety concerns or additional permitting.

8.2.1 Tents and Staging

University Events, Event Services, and Custodial will work to obtain annual permits for commonly-used staging configurations throughout the university. Tents cannot receive an annual permit. University Events, Event Services, and Custodial will help develop university locations suitable for staging and tenting.

8.3 Inclement Weather Procedures

Please contact the University for more information about the possibility of rescheduling the event for inclement weather.

Appendix A: Special Use Spaces

Special Use Space: Certain spaces/venues will be deemed special use spaces due to their uniqueness of operation. Special use space is subject to the approval of the special use space facility manager. University Events will maintain the list of Special Use Spaces. The Events Logistics and Impact Group will recommend changes to list with to the Executive Council. These spaces are:

- Athletic and Recreational Spaces
- Seminar Room 3rd Floor Hill Hall
- President's Conference Room 3rd Floor Hill Hall
- President's Dining Room including Marsh Room
- Campus Police Conference Room
- Parking Lots
- Other Departmental Conference Rooms (with maximum capacity of 30 or less)

Appendix B: Venue Rate Chart

BALLROOMS

Location		SQ. Ft.	Cost - Weekdays (8 Hours or less)	Cost - Weekend (evenings, off hours, holidays)
King Frazier Student Center	Savannah Room	5081	\$1,700.00	\$3,400.00
Student Union	Event Room A	3214	\$1,500.00	\$3,000.00
	Event Room B	1806	\$ 500.00	\$1,000.00
	Event Room C	1778	\$ 400.00	\$ 800.00
	Event Room A & B	5020	\$2,000.00	\$4,000.00
	Event Room B & C	3584	\$ 900.00	\$1,800.00
	Event Room A, B, C	6798	\$2,400.00	\$4,800.00

Note: If you need to utilize the space for rehearsal or preparation prior to the date of the event, an additional fee will be assessed:

SEATING CAPACITY FOR BALLROOMS

Location	Theater Style	Banquet Style (10 Chairs/Table)	Banquet Style (8 Chairs/Table)
Savannah Room	400 Chairs	300 ppl – no food tables; no stage 250 ppl – food tables on both side; no stage 220 ppl – food tables on both sides; stage	225 ppl – no food tables; no stage 190 ppl – food tables on both side; no stage 175 ppl – food tables on both sides; stage
Event Room A	200 Chairs	300 ppl – no food tables; no stage 260 ppl – food tables on both sides of room; no stage 210 ppl – food tables on both side; stage	190 ppl – no food tables; no stage 150 ppl – food tables on both sides of room; no stage 100 ppl – food tables on both side; stage
Event Room B	180 Chairs	110 ppl – no food tables; 80 ppl – food table	90 ppl – no food tables; 60 ppl – food table
Event Room C	170 Chairs	80 ppl – no food table 50 ppl – food tables on both sides	80 ppl – no food table 45 ppl – food tables on both sides

Note:

- Theater and Banquet are the two most frequent requested styles. If you desire another seating style, please let the events office know.
- The Stage is located in Event Room A only. Event Rooms B & C do not have a stage. However, a stage may be placed in B&C if available. Additional labor cost will apply.
- All numbers are approximate and will vary depending on your individual needs such as dance floor area, DJ, larger stage, bar area, etc.
- Ballrooms are equipped with audio and visual needs (PA System, Projector, Microphone (wireless or corded)).

AUDITORIUMS

Location	Capacity (Approximate Seating)	Cost - Weekdays (8 Hours or less)	Cost - Weekend (evenings, off hours, holidays)
S. C. Chan Auditorium (Whiting Hall)	75	\$ 750.00	\$1,500.00
Norman C. Elmore Auditorium (King Frazier Student Center)	200	\$ 900.00	\$1,800.00
John F. Kennedy Auditorium (Kennedy Fine Arts)	250	\$1,100.00	\$2,200.00
Mary C. Torian Auditorium (Jordan Building)	350	\$1,250.00	\$2,500.00

Note: If you need to utilize the space for rehearsal or preparation prior to the date of the event, an additional fee will be assessed:

ATHLETIC COMPLEXES

Location	Capacity (Approximate Seating)	Set Up Fees	Cost - Weekdays (8 Hours or less)	Cost - Weekend (evenings, off hours, holidays)
Tiger Arena	4500 (Approximately 5000 w/ chairs on floor)	\$2,000.00	\$6,000.00	\$12,000.00
Wiley Wilcox Gymnasium	1000 (Approximately 500 chairs on floor)	\$ 400.00	\$3,600.00	\$ 7,200.00
T.A. Wright Stadium	8500		\$6,000.00	\$12,000.00
Track & Field	N/A	\$ 500.00 All Track Equipment \$100/Day 2 hour (Racks, Hurdles, Blocks, High Jump) \$50/Per hour – X bars, Vault Pit	\$1,200.00 Per Meet	\$ 2,400.00
Baseball field, Softball field, Tennis Courts			Rates TBD	

Note: In most cases, a contract has to be prepared for outside groups desiring to rent the Athletic Complexes. Contact the Events office for availability and information.

SEMINAR / CONFERENCE / MEETING / CLASSROOM

Location	Capacity (Approximate Seating)	Cost - Weekdays (8 Hours or less)	Cost - Weekend (evenings, off hours, holidays)
New Student Center – Large Conference Room #212	25	\$2,000.00	\$4,000.00
New Student Center - Medium Conference Room #213	20	\$2,000.00	\$4,000.00
New Student Center – Small Conference Room #206	15	\$2,000.00	\$4,000.00
Conference Rooms in Academic Buildings	Varies	\$2,000.00	\$4,000.00
Classrooms in Academic Buildings	Varies	\$2,000.00	\$4,000.00

ADDITIONAL FACILITIES

Location	Set Up Fee	Cost - Weekdays (8 Hours or less)	Cost - Weekend (evenings, off hours, holidays)	Notes
Willcox Wiley Swimming Pool	N/A	N/A	N/A	Pools not in use
Gazebo	\$160.0	\$250.00	\$500.00	No tables or chairs after operational hours
University Village Recreation Room	N/A	N/A	N/A	Meetings, or small receptions only.
Adams Hall				

Note: If you need to utilize the space for rehearsal or preparation prior to the date of the event, an additional fee will be assessed:

CUSTODIAN / CAMPUS SAFETY / ITS SUPPORT FEES

Custodial Support Staff	\$50.00 per staff/hour 4 hour minimum
Public Safety	\$75.00 per staff/hour 4 hour minimum
ITS Support	\$50.00 per staff/hour 4 hour minimum
Administrative Fee	\$500.00

RECOMMENDED SECURITY

Number of Attendees	Number of Campus Safety Police Officers
0-49	1 Officer
50-99	2 Officer
100-149	3 Officer
150 or more	4 Officers or more Officers

Appendix C: High Profile/High Impact Event Procedures