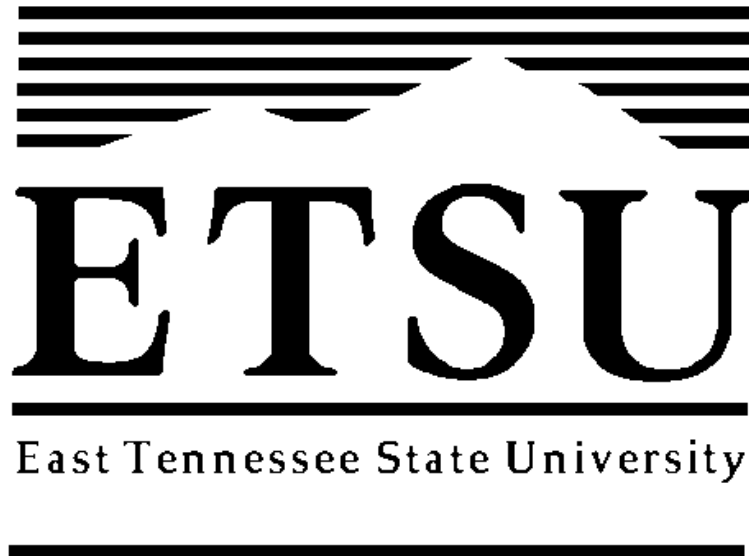


East Tennessee State University

Policy on Use of Campus Property and Facilities



**Adopted March, 2005
Updated Summer, 2010**

East Tennessee State University

Policy on Use of Campus Property and Facilities

Table of Contents

Purpose 3

Definitions..... 3

Access to Campus 4

General Conditions for Use of Property or Facilities..... 4

General Procedures - Application for
Use of Property or Facilities 6

Particular Uses 9

Other Campus Facilities ... 15

Miscellaneous..... 15

Appendix I, Request for Use of Campus Facilities Forms ... 17

Appendix II, Facility Rental Agreement Form 22

Appendix III, Facility Change/Cancellation Form .. 25

Appendix IV, Amplified Voice/Music Notification Form.... 27

Appendix V, Priority for Facility Use 31

Appendix VI, University Food Services Catering Policies... 34

Appendix VII, Facility Usage Fee Schedule 39

Appendix VIII, Specific University Center Policies 50

East Tennessee State University
Policy on Use of Campus Property and Facilities

March, 2005

I. PURPOSE

This policy is intended to provide a system of regulations designed to promote the orderly conduct of activities on the University Campus and in its facilities, to prevent interruption of, or interference with, normal missions, processes and functions of the institution; to promote an educational rather than commercial atmosphere on campus; to prevent commercial exploitation of students; to preserve residential tranquility and to prevent the use of campus property and facilities which is contrary to federal, state, or local law or the regulations and policies of the Tennessee Board of Regents and East Tennessee State University. It is also the purpose of this policy to provide a procedure for the approval of the use of University facilities. This policy conforms to TBR Policy No. 3:02:02:00, last revised in September, 1990.

II. DEFINITIONS

For the purposes of these regulations, the following definitions are given:

- A. "Student" - a person who is registered for a credit course, a non-credit course or program at the university, including any such person during any period which follows the end of an academic period which the student has completed until the last day of registration for the next succeeding regular academic period.
- B. "Guest" - a person invited by a student, official, or employee of the university to visit the campus at a specific time and place.
- C. "Affiliated Group or Organization" - an officially registered student group or organization, or a group or organization funded by and/or sponsored by the University, or a group or organization of faculty or other employees of the university approved by the president. This includes any alumni association, booster club, etc., which is organized and operated for the benefit of the University.
- D. "Non-Affiliated Group or Organization" - any group or organization which does not qualify as an "affiliated group or organization". This includes profit and non-profit groups as well as federal, state, and local government organizations.
- E. "Affiliated Individuals" - persons connected with the institution, including the institution's students, faculty, staff, and guests.
- F. "Non-Affiliated Individual" - any person not covered in the preceding section defining an "Affiliated Individual".
- H. "Request For Use of Campus Facilities" - the standard form used to request facility usage and related services.

- I. "Full Working Day" - Monday thru Friday 8:00 am-4:30 pm excluding University observed holidays.

III. ACCESS TO CAMPUS

- A. The campus and facilities of the university are restricted to students, faculty, staff, and guests of the university, except when part or all of the campus, its buildings or facilities are open to the general public for a designated time and purpose, or when use by non-affiliated groups, organizations or individuals has been granted or approved pursuant to the provisions of this policy.
- B. All persons on the campus, including faculty, staff, and guests, shall be subject to all rules and regulations of the university and the Tennessee Board of Regents which are applicable to the conduct of students on campus, and to all applicable federal, state laws and regulations. In addition, all persons who operate motor vehicles on the campus agree by such operation to be subject to university and Board rules, regulations, policies and procedures on traffic and parking.
- C. All persons on the university campus must provide adequate identification, upon request, to any university official and/or security personnel. Personnel and students of the university who refuse to provide such identification may be subject to disciplinary action. Other such persons who refuse to provide such identification shall be requested to leave the campus. Should they refuse, they may be subject to lawful removal and prosecution.

IV. GENERAL CONDITIONS FOR USE OF PROPERTY OR FACILITIES

- A. Use of campus property and facilities, as detailed in this policy, is subject to limitations on the number of persons who may attend in accordance with appropriate building regulations, fire codes, and safety standards.
- B. All regulations and policy statements which relate to the conduct of assemblies, meetings and demonstrations of affiliated groups, organizations and individuals also apply to any and all non-affiliated group or individual use.
- C. Sound amplification equipment may be used by groups, organizations, and individuals at assemblies, meetings, and demonstrations only when prior approval has been granted by the university. Such sound amplification is subject to reasonable regulation by the university with respect to time, place, manner, and volume.
- D. University equipment may be used in connection with the use of campus property and facilities only with the approval of, or under the supervision of, approved university personnel.

The university has an established system in which affiliated groups, organizations, and individuals are given priority in the use of property and facilities. This system is detailed in Appendix V. In order to insure affiliated groups' access to property and facilities,

requests by non-affiliated groups may be held beyond the specific (7) day period provided in Article V., Item C. Such requests will be held and considered in the order received. The decision to grant or deny the requests will always be made at least ten (10) working days prior to the date of the requested use.

- E. All Food services on the ETSU campus will be provided by the University Food Service located in the D.P. Culp University Center. Except as provided in Appendix VI, the University Food Service has an exclusive right to all catering activity on the ETSU campus. All food and beverage vending is handled through the designated university vending services contractor.

- G. Campus property and facilities may not be used by a non-affiliated group; organization, or individual for the conduct of profit-making activities except when a rental or lease agreement is negotiated; the institution receives a fair rental value for the property, facilities, equipment, and services used. The university reserves the right to reduce or waive rental charges for such use depending upon the nature and extent of the proposed use.

- H. Rental rates are based on the fair market value of providing the property, facility, equipment, or service and include overhead, depreciation, utilities, maintenance, and security expenses. Rental charges may be based in part upon a fixed percentage of the gross receipts of the activity, (see Appendix II) with a minimum rental being charged.

- I. All rental agreements between the university and non-affiliated groups, organizations, or individuals will be processed and approved by the designated university officials.

- J. The University may require non-affiliated groups, organizations and individuals that use campus property or facilities to provide the following:
 - (1) An adequate bond or other security for damage to the property or facilities during the period of the use.
 - (2) Personal injury and property damage insurance coverage.
 - (3) A performance bond guaranteeing performance of its obligations under the contract.
 - (4) Other types of insurance in such amounts as may be designated by the institution.

The University may waive these requirements of security, performance bond, or insurance coverage at its discretion.

- K. External or non-affiliated users and some affiliated users reserving facilities for camps, conferences, or special events will be required to supply proof of personal medical/accident insurance. The sponsoring organization must also supply a certificate of liability insurance in the amount of one million dollars (\$1,000,000) (minimum) naming ETSU as an additional insured party. An exception to this would be when the Tennessee Code Annotated (T.C.A.) specifies a lesser amount as the maximum liability (tort limit).

- L. All non-affiliated groups, organizations, and individuals agree, by making application for use of facilities for an activity and by subsequent use after approval by the university, to indemnify the institution and hold it harmless from any and all liabilities arising out of such group's, organization's, or individual's use of the property, facilities, equipment, or services of the university, including, but not limited to, personal injury, property damage, court costs and attorneys fees.
- M. Affiliated groups, organizations, and individuals may be assessed the costs of providing the property, facility, equipment, or services required as a result of their use of campus property or facilities.
- N. If a university affiliated group/department desires to sponsor an event or activity for another organization, which would ordinarily be deemed as non-affiliated, the affiliated group/department must analyze the event to insure that it is willing to accept the following responsibilities:
 - (1) States that the event is done under their authorization and is thus directly related to the mission and purposes of the affiliated group/department and East Tennessee State University.
 - (2) Agrees that its name and identity will be associated with the event.
 - (3) Accepts responsibility for primary communication of facility needs and campus services.
 - (4) Accepts responsibility to deal with and resolve problems relating to the event(s) including any damages incurred and liability issues involved.
 - (5) Accepts the responsibility for seeking all necessary campus approvals and authorizations for the events(s).
 - (6) Accepts responsibility for insuring that university policies and procedures are followed.
 - (7) Accepts the responsibility for insuring that all financial obligations for the event are met.

V. GENERAL PROCEDURES - APPLICATION FOR USE OF PROPERTY OR FACILITIES

- A. Regular meetings of affiliated groups or organizations which are of a governing nature over some component of the university (e.g., Faculty Senate, Student Government Association, Residence Halls Association, etc.) may be planned and scheduled for two semesters (fall & spring) at a time. Regular or special meetings of other affiliated groups or organizations may be scheduled for not more than four (4) weeks at a time. Annual meetings, established test dates, recurring university events, and other such events may be submitted as a list attached to the required "Request for Use of Facilities" form (See Appendix I).

All other gatherings, events, meetings, and other activities on campus which are sponsored or instigated by affiliated or non-affiliated groups, organizations, or individuals may be permitted without prior registration only at such times and limited public forum areas as may be designated and approved by university officials.

- B. The University has designated two areas that may be used as a limited public forum area to be used for non-approved, ad hoc meetings, rallies, protests, demonstrations by affiliated groups, organizations, and/or individuals. These areas may also be used by non-affiliated groups, organizations, and/or individuals under the same regulations. The two areas identified for this purpose are the Amphitheatre and adjacent lawn area and the Sherrod Library Borchuck Plaza. The normal time in which these areas are available is between 10:00 am and 3:00 pm daily.

C. Reservations Procedures

- (1) Any affiliated group, organization or individual desiring to use campus property or facilities at any time and/or location other than those designated pursuant to paragraph (A.) above, and all non-affiliated groups, organizations or individuals desiring use of campus property or facilities must submit a written "Request for the Use of Facilities" for the proposed activity at least ten (10) full working days in advance (excluding weekends and holidays) to the Facilities Reservationist in the D. P. Culp University Center. Applications shall be submitted on the established "Request for Use of Facilities" form (See Appendix I). Depending on whether the group, organization or individual is affiliated or non-affiliated with the university, an ETSU Rental Agreement may need to be completed (see Appendix II).
- (2) Any group, organization or individual which makes an advance request for use of facilities must submit the required "Request For Use of Facilities" form at the earliest possible date, but in no instance less than ten (10) full working days prior to the proposed event date.
- (3) Any group, organization or individual, which has submitted a "Request for Use of Facilities" and has received approval for the proposed use is responsible for:
 - (a) Honoring the reservation.
 - (b) providing timely notice of cancellation not less than five (5) full working days prior to the event. The Director of the University Center has the right to assess the following penalties for failure to notify:
 - (a) the assessment of a room rental for the first offense during an academic term
 - (b) the assessment of a room rental and loss of the privilege of using University facilities for one (1) school term for the second occurrence.

Additionally, any expenses incurred by the university or its contractors will be charged to the group, organization, or individual if the established five (5) full working days cancellation deadline is not met.

- (4) Any "Request for the Use of Facilities" filed at a later time may be approved upon determination by the appropriate university official that the use requested can be reasonably accommodated and that adequate cause exists for late filing of the application. Approval of late requests shall be within the sole discretion of the president of the university or his/her designee, usually the director of the area being requested. The decision of such official is final.
- (5) In the event that two or more "Request for the Use of Facilities" forms are submitted for use of the same facility in the same time frame, attempts will be made to honor both requests by the use of alternate facilities or by the mutual agreement to change the date or time of one of the facility requests. If no arrangements can be made to accommodate the multiple requests then the requests shall be evaluated and honored in accordance with the established "Priority for Facilities Use" (see Appendix V). Once a "Request for the Use of Facilities" has been approved and confirmed, requests for the same date and facility will not be approved.
- (6) University property may not be taken off campus except for instructional equipment used for instructional purposes or athletic events and in the possession and care of (or under the supervision of) a university employee. Any exception to this policy must be approved in advance by the University Comptroller.

D. With the exception of the provision of this policy found at IV. D, written notice of approval or disapproval of the proposed use of campus property or facilities shall be made available to the applicant, group, organization or individual within seven (7) days (excluding weekends and holidays) from the time the Request for Use of Facilities form is submitted to the appropriate office at the university. Notice of disapproval of the proposed use shall include the grounds for disapproval. Notices will not be mailed or delivered; it shall be the responsibility of the applicant to inquire at the office of the designated official as to the decision concerning the application, and the time and location in which the activity is authorized.

E. No assembly, meeting, demonstration or other activity will be authorized or permitted on any property or in any building or facility, and a request for use may be denied when any of the following occur:

- (1) A determination is made by the appropriate official that the requested use would cause a disruption or interference with the normal activities of the institution being conducted in the course of its lawful mission, processes and functions.
- (2) A determination is made that the requested use would be contrary to federal, state or local law or regulation, policies of the Board of Regents, or the policies of the University.

- (3) The applicant or sponsor of the activity has not provided accurate or complete information on the request for use of facilities.
- (4) The applicant or sponsor of the activity has been responsible for violation of subparagraphs (1), (2), or (3) above during a previously registered use of campus property, facilities, or equipment or has violated any conditions or assurances specified in a previous usage agreement and the university has reasonable cause to believe such violation will reoccur.
- (5) Approval for the use of the property, facility, or equipment has previously been given to another group, organization, or individual during the time(s) and location(s) requested.
- (6) Use of the property or facilities requested would be impossible due to set-up time and/or take-down time required for other previously scheduled activities at the requested location before and/or after the requested use, or due to other extenuating circumstances.
- (7) Attendant services (audio/visual, telecommunications equipment, food service) which are required for the event are not available due to lack of sufficient equipment and/or personnel.
- (8) The activity is of such nature and/or duration that it cannot reasonably be accommodated in the particular area for which application is made. In such event, clarification of event description will be sought and an alternative on-campus site, if available pursuant to these policies, shall be proposed by the university.
- (9) The activity creates or would create a danger or a dangerous condition impacting on the health, safety, and welfare of others.
- (10) The activity conflicts or would conflict with existing contractual obligations of the university.

F. Any group, organization or individual whose timely Request for Use of Facilities of the University is denied for reasons cited in subparagraphs (1), (2), (4), (7), (8), or (9) of Item E above shall have the right to appeal that denial to the Executive Assistant to the President or his/her designee. Notice of the appeal shall be made in writing during normal business hours of the University no later than five (5) full working days (excluding weekends and holidays) prior to the time of the proposed event. The decision shall be made at least four (4) days before the time of the event.

VI. PARTICULAR USES

A. Political Use

- (1) The use of campus property or facilities for speaking engagements by candidates for political office or for other political activities, whether at the request of an affiliated or non-

affiliated group, organization or individual, shall be subject to the registration requirements and procedures specified in this policy and shall be subject to the regulations of the University concerning other types of meetings or activities on campus property or in campus facilities.

- (2) When campus property or facilities are used for political purposes, reasonably equal opportunity shall be provided for presentation of all sides or views or reasonably equal access to the property or facilities shall be provided all sides.
- (3) No campaign posters, signs or other items of campaign or political advertising may be placed on campus property or facilities, except as specified in subparagraphs (4) and (5) below.
- (4) Students may place campaign posters, signs or other items of campaign or political advertising, whether pertaining to a campus or to a general election, within his/her residence hall, provided such placement is made in such a way as not to damage or destroy campus property and is on approved boards and in approved areas.
- (5) Affiliated and non-affiliated groups, organizations or individuals, with the exception of state employees, may place campaign posters, signs or other items of campaign or political advertising, whether pertaining to a campus or to a general election, on bulletin boards, display cases, or other locations on campus specifically designated for such use. Any posting and/or distribution of such material may be made only subsequent to approval by appropriate building coordinator. In appropriate and/or unapproved placement of these materials or defacing of university property may result in campus disciplinary action, billing for damages, and charges of vandalism being placed against the individuals or organizations involved.

B. Religious Use

- (1) Campus property and facilities may be utilized by affiliated groups or organizations for the purpose of religious worship or evangelical activities subject to the specified reservation requirements and procedures of this policy.
- (2) Non-affiliated groups, organizations and individuals may utilize campus property and facilities on a temporary basis for the purpose of religious worship or evangelical activities subject to the specified reservation requirements and procedures of this policy.

C. Literature Distribution or Sale

- (1) Affiliated and non-affiliated groups, organizations, or individuals may sell or distribute literature only in conjunction with their authorized presence on campus after such proposed sale or distribution has been registered and approved by the appropriate officials and offices of the university as specified in VI.B.2 above. Any application for registration and Request for Use of Facilities shall include, but not be limited to the name of the applicant; the name of the organization, the date, time, duration and location of the proposed sale or distribution, and the number of participants.
- (2) Applications and Requests for Use of Facilities to distribute or sell literature by

affiliated and non-affiliated groups, organizations or individuals required in VI, C. above shall be denied in the event that:

- (a) A prior application for registration for the same item and location has been made which has been granted.
- (b) The location and time has been reserved by an affiliated group, organization or individual.
- (c) The activities would not reasonably permit multiple occupancy of the requested area.
- (d) The sale or distribution will present a clear and present danger to public health or safety.
- (e) The number of persons engaged in the sale or distribution exceeds the number that can reasonably be accommodated in the requested location.
- (f) The activity would constitute a violation of applicable law or regulation, or another provision of this policy.

The university also prohibits the sale or distribution of literature in all areas where such action would:

- (a) Cause injury or damage to campus resources.
 - (b) Unreasonably impair the academic atmosphere of the campus.
 - (c) Unreasonably interfere with the academic program, activities, or administrative functions of the institution.
 - (d) Substantially impair the use of facilities or service on the campus, or the flow of vehicular or pedestrian traffic.
- (3) No demonstration, distribution, sale of literature or solicitation, unless otherwise permitted by this policy shall be permitted:
- (a) Within classroom, library or other academic buildings or facilities.
 - (b) Within administrative or employee offices or work areas.
 - (c) Within student residence halls or apartment buildings.
 - (d) In the parking lots, on vehicle windows or otherwise attached to vehicles.

The university may permit such sale or distribution in designated locations within the lobbies or other general use areas of buildings or other campus facilities designated for this purpose. This shall not restrict a faculty member from distributing, within the

classroom, non-commercial material related to a particular course.

- (4) Any proposed distribution or sale of literature by an affiliated or non-affiliated group, organization or individual is subject to the reservation requirements and procedures of this policy.
- (5) Any literature, which is to be distributed or sold, shall comply with all applicable federal, state and local laws and with the regulations as determined by the building coordinator and policies of the university. No obscene literature or material shall be distributed on any property owned or used by the university.
- (6) No literature, material or printed matter shall be sold or distributed within:
 - (a) classroom, library or other academic building or facility
 - (b) administrative and employee offices and work areas
 - (c) student residence halls, dormitories, or apartment buildings.

However, the university may permit such sale or distribution in designated locations within the lobbies or other general use areas of the above-noted buildings or in other campus facilities designated for this purpose. Further, this shall not restrict a faculty member for distributing within the classroom non-commercial material related to the particular course or subject matter

- (7) Locations within the D. P. Culp University Center are available for the sale and distribution of literature. The availability of these areas will differ depending on whether the reserving party is an affiliated or non-affiliated group, organization, or individual.

Non-affiliated groups are restricted to reservable, enclosed spaces or to designated exterior campus spaces. Hallways and other high traffic areas are not available as reservable space to non-affiliated groups, organizations, or individuals.

The normal designated locations on the university grounds where such sale or distribution of literature can take place will be either the University Center Amphitheater area or the Sherrod Library Borchuck Plaza area. Other areas may be designated by the President or his designee.

- (8) No person, whether distributor or recipient of literature, shall cause any litter to occur on the campus of the university, and literature shall only be discarded in trash receptacles. The cost of any special clean-up resulting from literature distribution may be assessed to the distributing group or individual.
- (9) Persons engaged in the sale or distribution of printed matter shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes or affiliations of those engaged in the sale or distribution, or fail to specify whether there is a cost or donation associated with the printed material.

- (10) No literature or other promotional literature shall be placed on cars, car windshields, street signs, building signs, trees, or other external surfaces not specifically designated to accommodate the posting of literature.
- (11) The university has the right to terminate the distribution or sale of literature by any group, organization or individual that violates and provision of this policy.
- (12) Any group, organization, or individual whose Request for material distribution is denied shall have the right to appeal that denial to the President or his/her designee. Notice of appeal shall be made in writing during normal business hours of the university no later than five (5) days (excluding weekends and holidays) prior to the time of the proposed sale or distribution. The decision of the Executive Assistant to the President shall be made at least four (4) days before the date of the proposed sale or distribution.

D. Solicitations

- (1) Except as is otherwise permitted by this provision, solicitation for commercial purposes is prohibited on all property owned or used by the university. Solicitations by the institution and solicitations by contracted vendors are permissible. Activities or events engaged in by affiliated groups, organizations, or individuals for the purpose of raising funds to meet expenses of the group, organization or individual would not be considered "solicitation". The funds raised by such activities or events shall be used for the benefit of the group, organization or individual, or for a charity. No funds shall be distributed to an affiliated groups' officers or members, or any other individual for personal profit or use. For purposes of this provision the following activities are not prohibited:
 - (a) Advertising, as permitted by this policy.
 - (b) Sale or distribution of commercial literature as permitted by this policy.
 - (c) Conversations or communications between a residence hall or university apartment student and a properly admitted guest notwithstanding the commercial content of the conversation or communication. Other hall or apartment residents may not be solicited for the purposes of selling a product or service or enrolling the individual in a contest, program or other commercial venture.
- (2) Solicitation and fund raising activities, other than for purely commercial purposes, may be conducted on university property by affiliated groups, organizations or individuals; charitable organizations sponsored by the university or the State of Tennessee; or non-affiliated groups, organizations or individuals subject to the specified registration and reservation requirements and procedures of Article V.

University affiliated organizations may reserve facilities for two fund raising activities per semester with the exception of charitable activities. A single activity is defined to mean a maximum period of five (5) days per semester. Only two (2) fund raising activities involving food items may be scheduled each semester. This includes activities for organizational fund raising as well as for charitable purposes.

University affiliated student groups, organizations, or individuals desiring to solicit funds must obtain guidelines from the Director of Student Activities and then submit a form for the proposed campus solicitation location.

- (3) No solicitation of charitable funds will be permitted unless the affiliated group, organization or individual provides evidence to the University, if requested, demonstrating that the proposed activity is in accordance with or exempt from the provisions of T.C.A. Sections 48-3-501 through 48-3-518.
- (4) Solicitation in connection with the distribution of literature is subject to the provisions of VI, C. of this policy.
- (5) Solicitation of dues and/or membership in an organization is permissible only by officially registered organizations of the university.
- (6) Solicitations will be permitted only in those areas designated by the University pursuant to the conditions of VI, (B) and (C). Applications for registration of a solicitation may be denied for any of the reasons set forth in VI, C. Persons engaged in solicitation shall comply with the provisions of VI, C. 8.
- (7) No funds solicited on campus property shall benefit any individual unless contributions are requested for the relief of an individual specified by name at the time of the solicitation; all funds contributed are turned over to the named beneficiary for his or her use without any deductions whatsoever.
- (8) The university may require any group, organization or individual to document the use, application or disposition of funds solicited on campus property.

E. Advertising

- (1) No advertising signs, posters, or other material may be placed on or in campus property or facilities by any non-affiliated group, organization or individual. The university, at its discretion, may permit non-commercial advertising of programs, events and activities on non-affiliated groups in locations on campus. Affiliated groups, organizations and individuals may also place advertising materials in designated locations.
- (2) The purchase of advertisements by non-affiliated groups, organizations, or individuals in publications are permitted.
- (3) Limited advertising by non-affiliated groups, organizations, or individuals may be permitted when incidental to a donation of property or services to the institution and pursuant to a contract with the institution.

F. Bulletin Boards

- (1) The use of campus bulletin boards is limited to affiliated groups and individuals, and to official use by the University. Use of bulletin boards by non-affiliated groups or individuals may be approved on a space available basis as outlined in this policy or

specific building bulletin board policies.

- (2) Bulletin boards may be designated for use by specific groups, organizations, or individuals, such as faculty, students, or student organizations. Those groups, organizations, or individuals authorized to use a bulletin board, the types of materials, which may be posted on a board, the maximum size, and duration of any notice, and any other special conditions will be posted on each board, and will control the use of the board.
- (3) The university generally requires prior approval for the use of any bulletin boards on campus. Use of a board may be denied on the basis of one or more of the following:
 - (a) The person or group is not authorized to use the board;
 - (b) The material is not the type authorized for the board in question, or fails to meet special conditions as posted on the board.
 - (c) The material is obscene, constitutes disorderly conduct as defined by ETSU Student Disciplinary Rules, or otherwise violates a federal, state law or regulation of the institution.
 - (d) There is insufficient space available for the material on the board in question due to the previous posting of other materials.
- (4) The D. P. Culp University Center has a comprehensive policy dealing with display cases, banner areas, campus video bulletin boards and campus marquees as administered by the Student Organization Resource Center. Policies dealing with bulletin boards are administered by and may be obtained from the D. P. Culp University Center office.
- (5) As a general rule the Building Coordinator in each building or his/her designee will be the individual responsible for the implementation and interpretation of building policies relating to the use of bulletin boards in that building.

VIII. OTHER CAMPUS FACILITIES

Other facilities on the University campus may sometimes be available for the use of affiliated or non-affiliated groups. The use of these facilities will be governed by the both the policies detailed in this policy and any special polices and procedures adopted by the facility management of the specific area or building.

XI. MISCELLANEOUS

A. Staff

- (1) The Facilities Reservationist in the D. P. Culp University Center is responsible for receiving and processing "Requests for the Use of Campus Facilities" pursuant to this policy and will maintain a copy of the University and State Board of Regents policies for inspection by groups, organizations, and individuals. A copy of the policy will be made available upon request and payment of copying charges.

(2) The Coordinator of Camps & Conferences of the D. P. Culp University Center represents the university in connection with non-university related multi-day events and/or complex events using multiple facilities on campus. These types of events include summer camps and conferences, conventions, athletic tournaments, charity events, and other such activities. This individual will create and process detailed contracts, work orders, and facility reservations with the various university departments to assure the efficient operation of these events.

B. Sanctions

Sanctions for violations of institution and/or TBR policies regarding permissible use of campus property and facilities for activities, events, meetings, protests, and demonstrations shall be consistent with those listed in East Tennessee State University's Student Disciplinary Rules and/or those specified in building specific use policies.

Appendix I
Request For Use of Campus Facilities Forms

ETSU REQUEST FOR USE OF FACILITIES

All requests for the use of university facilities must be submitted on this form. This request must be received by the University Center Reservationist/Conference Office at least ten (10) working days prior to the date of the proposed event. Incorrect, incomplete or late requests may not be accepted. No advertising or notice of the event can be given until the request has been approved in writing. This form is a request only and does not guarantee the facility or any services will be available or approved. This form is required for ALL events by Tennessee Board of Regents Policy Number 3:02:02:00.

INSTRUCTIONS:

1. Obtain a Request for Use of Facilities form from the University Center Reservationist. An inquiry regarding availability should be made at this time.
2. Complete the requested information and obtain the required signatures of sponsors.
3. Return the completed form to the University Center Office and discuss your detailed needs.

FACILITIES USE REQUEST:

1. Program or Activity Title: _____

2. Sponsoring Group: _____

3. Individual to be present and responsible: _____

Home Phone: _____ Office Phone: _____ E-mail _____

4. Detailed description of event: _____

ATTACH ADDITIONAL SHEET WITH COMPLETE DETAILS

4. Check all applicable classifications: Meeting Conference Political Religious Non-profit Sales/Solicitation

Literature Distribution (attach copy) Other _____

6. Activity is open to (Check one): Faculty, Staff, and Students only General Public Other (specify): _____

7. If activity involves any of the following, ask reservationist for details: Food/Drinks Housing Security Special Parking Special Set-up

Audio/Visual equipment Amplified Outdoor Sound Sales: If yes, please attach an additional sheet with complete details.

8. Facility Requested:

8a. _____

FACILITY	ROOM # / AREA	DATE(S)
----------	---------------	---------

8b. _____

SET-UP TIME	BREAKDOWN TIME	PLEASE SPECIFY DETAILS REGARDING SET-UP/BREAKDOWN
-------------	----------------	---

8c. _____

EVENT START TIME	EVENT END TIME	ACTUAL TIME PROGRAM / EVENT BEGINS AND ENDS SHOULD NOT INCLUDE REHEARSAL OR SET-UP TIME
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9. Number of people expected _____. Admission/Registration Fee? \$_____ (amount) Additional fees may be assessed for revenue producing events.

10. Additional information: Various services and equipment may be available to you on a first-requested, first-served basis. Discuss your needs with the Reservationist or Conference Office, and you will be advised as to any costs involved for the event.

11. It is the responsibility of the person requesting use of facilities to verify usage approval. Approved reservations will receive a written confirmation. I acknowledge that I have read the applicant instructions and certifications as printed on this form and will abide by them.

My signature below attests to same.

APPLICANT SIGNATURE	DATE	EMAIL ADDRESS
---------------------	------	---------------

MAILING ADDRESS / ETSU P.O. BOX #	PHONE NUMBER	FAX NUMBER
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DEAN / DIRECTOR OR CAMPUS ORGANIZATION ADVISOR SIGNATURE	DATE
--	------

MAILING ADDRESS / ETSU P.O. BOX #	PHONE NUMBER	FAX NUMBER
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FACILITIES REQUEST INSTRUCTIONS

A. RESERVATION OF CAMPUS FACILITIES:

For reservations of ACADEMIC FACILITIES, i.e., classrooms or auditoriums for all campus-related events, and your category is:

- a. ETSU AFFILIATED INDIVIDUAL OR ORGANIZATION: Please contact: Scheduling Supervisor – Registrar's Office, phone extension number 9-6891.
- b. NON-ETSU AFFILIATED INDIVIDUAL OR ORGANIZATION: Please contact: Facility Reservationist – D.P. Culp University Center, phone number 439-4342.
- c. 1. For reservations of meeting or dining facilities in the D.P. Culp University Center for all individuals or organizations, please contact: Facility Reservationist – D.P. Culp University Center, phone number 439-4342.
2. For reservations of Memorial Center (Mini-Dome), Memorial Hall (Brooks Gym), Outdoor Facilities, or any other campus facilities not mentioned above, please contact: Conference Office – D.P. Culp University Center, phone number 439-6824 or 439-7103.
3. For all groups requesting facilities for Summer Camps and Conferences to be conducted on campus, please contact: Conference Office – D.P. Culp University Center, phone number 439-6824 or 439-7103.

B. Guest Speakers: Affiliated groups who wish to invite off-campus speakers to appear before the entire student body, faculty, and general public or any cross-section thereof, must submit a written request to the Office of the President of the University at least fifteen (15) working days prior to the proposed event. Closed meetings of the organization are exempt from this requirement. (TBR Policy 3:01:10:00)

C. Non-affiliated Groups: The use of university facilities by non-affiliated groups is dependent upon the availability of the facility, with university groups having first priority. The reservationist will quote availability and appropriate rental rates.

D. Food Service: ETSU contracted food service has exclusive rights to all foodservice supplied on campus. Please discuss specific details with the University Center Food Service (ARAMARK), phone number 439-5893. Placing an order with food services does not secure a room reservation. Final guarantees must be submitted not less than 48 hours prior to the event. No changes will be accepted less than 48 hours before the event.

E. Special Services: Functions requiring special services, security, extra personnel, late/early/special opening, audio/visual equipment, special set-up, etc., may require payment of certain fees. All arrangements for these services must be finalized ten (10) working days before the event. Discuss your specific needs with the Reservationist for a price quotation.

F. Rental Charges: Rental charges are payable upon receipt of an invoice. Prompt remittance will be appreciated.

APPLICANT CERTIFICATIONS

Applicant acknowledges that the university has made a copy of the Tennessee Board of Regents "Policy on Use of Campus Property and Facilities" available for review and that a copy of the policy will be provided upon request and payment of reasonable copying charges.

Applicant understands that filing of this application shall constitute agreement by applicant to the following conditions:

- A. The intended use of campus property and facilities by applicant does not violate the provisions of the TBR "Policy on Use of Campus Property and Facilities" or any policies or regulations of the university or any federal, state or local law or regulation.
- B. Any use of campus properties and facilities pursuant to this application which is contrary to such policies, laws or regulations or which is inconsistent with the activity as described in this application constitutes grounds for the university to remove the activity from campus property.
- C. Applicant agrees to indemnify the university and hold it harmless from all liabilities arising out of applicant's use of university property and/or facilities, including but not limited to personal injury, property damage, court costs or attorneys' fees.
- D. University approval is contingent upon applicant's satisfactory completion of all financial and/or insurance obligations as may be required by ETSU.



FACILITY USAGE APPROVAL

Immediate Attention Please!!

TO: Department Chair, Physical Education, Date Received
Director, Intercollegiate Athletics, Date Received
Director, Campus Recreation, Date Received

FROM: Camps & Conferences Manager, D. P. Culp University Center

SUBJECT: Request for Use of:

DATE:

The attached request requires the authorization of the respective offices utilizing the facility (is) identified below:

No Scheduled Conflict per Memorial Center Director

Authorized Signature/Date

Event Name:

Facility(s) Requested:

Specific Area/Room #:

Inclusive Date(s) Involved:

Set-Up Date(s)/Time(s):

Activity Date(s)/Time(s):

Tear-Down Date(s)/Time(s):

Please review the request and if there are no conflicts within your area, sign below and **forward (hand carry, if possible) this request to the next office listed, within 2 working days, for authorization.** If there is a concern on the request, please notify me and we will resolve the conflict at that time, if possible, or the person making the request will be contacted explaining the conflict and a decision will be made. At no time will the decision be made without first resolving the conflict with the office initiating the concern.

IT IS IMPERATIVE THAT THIS REQUEST BE ROUTED IN A TIMELY MANNER. LESSEES ARE AWAITING FACILITY REQUEST CONFIRMATION PENDING CONTRACT ORIGINATION FOR THEIR EVENT. YOUR HELP AND COOPERATION IN ASSISTING THIS FORM THROUGH THE PROCESS WILL BE GREATLY APPRECIATED.

Physical Education _____ Date

Intercollegiate Athletics _____ Date

Campus Recreation _____ Date

University Center _____ Date

Memorial Center Director _____ Date

EXAMPLE OF COMPUTER GENERATED RESERVATION CONFIRMATION FORM

D. P. CULP UNIVERSITY CENTER
P. O. BOX 70692
JOHNSON CITY, TN 37614-0692
615/929-4286

RESERVATION INFORMATION

EVENT DATE:
RESERVATION #:
TITLE:
SPONSOR:
EVENT TIME:

LOCATION:
EVENT:
SETUP:
ATTENDANCE:

REQUESTED BY:
ADDRESS:

ON:
PHONE:
FAX:

FOOD/REFRESHMENTS

FOOD:
SOURCE:

BEVERAGE:
SOURCE

UNIVERSITY CENTER SUPPORT SERVICES

AV/TECH REQUESTS

SPECIAL ITEMS

REMARKS

NOTE:

The Reservation's office is open from 8:30 am to 4:00 pm Monday through Friday and the University Center Office is open anytime the building is open for operation. If you have questions or need assistance come to the University Center Office on the 2nd level of the building, we will be happy to assist you.

The ETSU Campus and the D. P. Culp University Center are tobacco free. Tobacco usage is limited to private vehicles only.

All events in the Auditorium or Ballroom with a SEATED attendance of 50 or more must make an emergency evacuation announcement. For security, rooms remain locked until guests request the room be opened; call 9-4286 for assistance. D. P. Culp University Center Operations Policy in cooperation with the Office of Public Safety, requires an on-site ETSU Public Safety/Security Officer to present at events where a lard attendance or protest is probable. A per hour, per officer fee will apply. Some exceptions may apply, confirm details with the reservationist.

Our ARAMARK Foodservice Catering Department can provide ALL your Food Service needs. Their exclusive University contract specifies that NO 'outside' food or refreshments of any type may be carried in to meeting rooms and other reservable facilities. If you have made arrangements to carry trays from the cafeteria to dining room facilities of the East Tennessee Room, YOU are responsible for returning the trays to the cafeteria; otherwise you will be charged a \$30.00 cleanup fee. Carrying food trays to other room facilities is not permitted. Please contact the reservationist at (423) 429-4342 for reservation information. Additionally, you much contact ARAMARK Dining Services at (423) 439-5893 for catering and other food service arrangements.

The East Tennessee Room is our most exclusive room and is furnished with expensive wooden tables. The furniture setup in this room CANNOT be changed by the user as table legs are easily damaged. Special setups must be requested during the reservations process and made by our custodial staff – NO EXCEPTIONS.

The University Center reserves the right to move users or reassign facilities in order to accommodate as many facility usage requests as possible. All equipment is subject to availability as determined by the University Center.

Facility users of the University Center agree to abide by all facility usage policies as well as all applicable Tennessee and federal laws/regulations. Copies of University policies are available upon request and may be reviewed online.

To assure the best possible service please have you Catering order, Audiovisual needs, and Set-up arrangements to us ten working days in advance. Your food guarantee number must be in five working days before your event. We will be prepared to serve 5% over the guaranteed number. Equipment and Food cancellations must be in three days in advance of the event. Payment for services must be arranged prior to your event.

I agree that I have requested the equipment and services above and that I will be responsible for the payment of fees for those services.

SIGNATURE:

DATE: _____

Appendix II
Facility Rental Agreement Form

EAST TENNESSEE STATE UNIVERSITY RENTAL AGREEMENT

THIS AGREEMENT, by and between ___ and EAST TENNESSEE STATE UNIVERSITY, dated ___ is for placing in writing the terms under which the University permits the use of ___ on the campus of East Tennessee State University. Details are listed in the REQUEST FOR USE OF FACILITIES FORM submitted by.

1. _____ desires to rent _____ for a _____ on _____ between the hours of ___ and _____

- 2A. It is agreed that the charge made by East Tennessee State University for the above described facility and for the purpose shown is \$___ per day.
- 2B. Itemized Description of Charges:
 1. Rental Usage Fee: \$ _____
 2. Technical Fees: \$ _____
 3. Administrative/Overtime Fees: \$ _____
 4. Other: \$ _____ **Total Charges: \$ _____**

3. We expressly agree that any request for use of Technical Equipment and/or Technical Support Staff for the event, will result in fees based on the following; **Technical Support Staff fees are based on a three (3) hour minimum charge, which includes one hour prior and one hour after the scheduled event time. Any portion of an hour is charged at a full hour. The number of Technical Support Staff assigned to your event will be determined by the University Center Operations Staff, and based upon the complexity of the event.**

4. We expressly agree that the University or any of its representatives or employees will not be held liable for damages or loss from theft, fire or from any cause what-so-ever to the property of the renter.

5. We expressly agree that ___ will be held responsible for and pay to the University, in addition to the rental fees mentioned above, for any damages to the property of the University, ordinary wear and tear accepted.

6. _____ will abide by the rules and regulations of East Tennessee State University. (Copy available in the D. P. Culp University Center Office).

7. The payment of rental fees will be made promptly to East Tennessee State University upon presentation of invoice for the same.

8. We expressly agree that food service, special setups, audio/visual equipment, and times other than the normal operating hours of East Tennessee State University will require payment of fees in addition to the rental fee mentioned above. The University reserves the right to refuse/reject any requests for unreasonable services or any requests for services received in the ten days before the event date. Building rental for hours before or after normal operation hours are charged at the rate of \$30.00 per hour.

9. East Tennessee State University facilities named in item #1 will be made available for the agreed upon time, as listed in item #1, for the stated rental fee. The University reserves the right to make additional charges or to stop any activity in the rented facility upon the arrival of the stated ending time. Failure to cancel any event before the scheduled date will result in full charges for services being levied.

10. Hold the University harmless from any and all liability arising out of this agreement except that specifically provided for in the agreement.

11. To support a healthier lifestyle and environment, East Tennessee State University is a tobacco-free campus. The use of tobacco products is banned in all University-owned buildings and properties with the exception of personally owned vehicles. This policy applies to students, faculty, staff, guests and all others who either visit or do business on any property owned by East Tennessee State University. It applies to all tobacco products, including cigarettes, cigars, pipes, herbal tobacco products and chewing tobacco.
12. The University reserves the right to require the sponsoring party to halt the activity and vacate the premises without a refund of rent paid upon the determination by the proper University authority(s) that the activity being conducted is not as stated in the "REQUEST FOR USE OF FACILITIES" form or is violating East Tennessee State University or State Board of Regents policies, or local, state, or federal laws.
13. The Lessee agrees not to bring, or permit participants to bring, on the campus of the University, any alcoholic beverages or illegal substances of any type, will not knowingly violate any of the laws of the State of Tennessee and will conduct themselves in a manner expected of them by the Organization that they represent and of the University.
14. Each party assures that it will not discriminate in the performance of this agreement on the grounds of race, creed, color, sex, religion, age, national origin, disabilities or veteran status.
15. The Contractor warrants that they will pay no part of the total contract amount provided herein directly or indirectly to any officer or employee of the State of Tennessee as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to the Contractor concerning any work contemplated or performed relative to this agreement. If the Contractor is an individual, the Contractor warrants that within the past six (6) months he or she has not been and during the term of this Contract will not become an employee of the State of Tennessee.
16. Additional comments: Signed Rental Agreement, Reservation Confirmation and Payment in Full due prior to event date.

THIS AGREEMENT will be signed in duplicate and a copy furnished to each party of the agreement. IN WITNESS WHEREOF, the parties hereto executed this Agreement on the date and year first above written.

 ETSU Representative (Lessor) Invoice Number _____

I ACKNOWLEDGE THAT I HAVE READ THE APPLICANT CERTIFICATIONS AS PRINTED IN THE "REQUEST FOR USE OF FACILITIES" FORM AND WILL ABIDE BY THESE REQUIREMENTS. MY SIGNATURE BELOW ATTESTS TO THE SAME.

 Lessee Date

** Either party to this agreement may cancel with ten (working) day's written notice to the other. Inquiries regarding this Agreement should be addressed to Facility Reservationist at (423) 439-4342.

LESSEE: Please sign on the line designated "Lessee" and return the original rental agreement and payment to:
 D. P. Culp University Center
 P. O. Box 70692, ETSU
 Johnson City, TN 37614
 Attn: Conference Coordinator

Please retain one copy for your records. Thank you.

Appendix III
Facility Change/Cancellation Form

**D. P. Culp University Center
P.O. Box 70692
East Tennessee State University
Johnson City, TN 37614
Voice: 423/439-4342 - Fax: 423/439-6825**

“Reservation Change/Cancellation” form

Change: _____

Cancellation: _____

1. Program or Event Title

2. Sponsoring Group:

3. Contact Person: _____

Office Phone # _____

2nd contact phone # _____

fax# _____

4. Event Date: _____

Event Time: _____

Set-Up Date: _____

Set-Up Time: _____

5. Program Description (lecture, meeting, banquet, etc.):

6. Location (Room # or Name):

7. Food Service requested: yes ___ no ___ Location: _____

The facility indicated is unavailable for the date and /or time requested. Please contact the Culp Center Reservations Office at 9-4342 for alternative scheduling.

Comments: Please list the requested change/cancellation. Specific details needed:

Audio/Visual/Tech

Special Set-Ups

_____/Reservationist Date: _____ Confirmation # _____

Appendix IV

Amplified Voice/Music Notification Forms

**East Tennessee State University
Notification Form for Amplified Music/Loud Noise
Located in Outside Areas**

Form for Amplified Music in the Amphitheater/Borchuck Plaza

Organization: _____

Request by: _____ Date: _____ Phone: _____

Facility Requested: _____ Event Date: _____ Event Time: _____

RESERVATIONIST

I, _____, Facility Reservationist have made and confirmed a reservation for the organization listed above. The group will be having _____ in the (Amphitheatre area, Pedestrian Mall or Borchuck Plaza) which will consist of amplified sound during the event.

_____ is responsible for obtaining all the required signatures listed in spaces below.

Signed: _____ Date: _____

Facilities Reservationist, D. P. Culp Center 2nd floor, P.O. Box 70692, Johnson City, TN 37614 (423) 439-4342

SORC (Student Organization Resource Center)

I, _____, am aware of the amplified sound event scheduled in the location circled above. I will be responsible for communicating with my staff in the department about the above listed event, date and time.

Signed: _____ Date: _____

SORC, P.O. Box 70269, Johnson City, TN 37614 (423) 439-6633

B. Carroll Reece Museum

I, _____, am aware of the amplified sound event scheduled in the location circle above. I will be responsible for communicating with my staff in the department about the above listed event, date and time.

Signed: _____ Date: _____

B. Carroll Reece Museum, P.O. Box 70660, Johnson City, TN 37614 (423) 439-4392

Sherrod Library

I, _____, am aware of the amplified sound event scheduled in the location circled above. I will be responsible for communicating with my staff in the department about the above listed event, date and time.

Signed: _____ Date: _____

Sherrod Library, P.O.Box 70665, Johnson City, TN 37614 (423) 439-5308

Rogers-Stout Hall

I, _____, am aware of the amplified sound event scheduled in the location circled above. I will be responsible for communicating with departments in the building about the above listed event, date and time.

Signed: _____ Date: _____

Roy S. Nicks Hall

I, _____, am aware of the amplified sound event scheduled in the location circled above. I will be responsible for communicating with departments in the building about the above listed event, date and time.

Signed: _____ Date: _____

THIS FORM MUST BE RECEIVED BY THE FACILITY RESERVATIONIST FOR THE D. P. CULP CENTER AT LEAST 48 HOURS PRIOR TO THE EVENT.

REVISED 10/2009

**EAST TENNESSEE STATE UNIVERSITY
AMPLIFIED MUSIC REQUEST FORM
FOR EVENTS
INSIDE THE D. P. CULP UNIVERSITY CENTER**

Today's Date: _____ Requested By: _____

Facility Requested: _____ Organization: _____

Event Date: _____ Event Time: Beg: _____ End: _____

I, _____, Facility Reservationist in the D. P. Culp Center, have made and confirmed a reservation for the organization listed above. The group will be sponsoring _____ in the 2nd level Atrium area, D. P. Culp Center (proximity of the Buc Mart, Atrium Food Court, Bookstore, ARC and ID BUCS office. _____ is responsible for obtaining all the required signatures listed in the designated areas below.

Facilities Reservationist, D. P. Culp Center

Advisement Resource Center (ARC)

I, _____, am aware of the above listed event and will be responsible for communicating with staff in the department about the event, date and time.

Signed

University Bookstore

I, _____, am aware of the above listed event and will be responsible for communicating with Bookstore staff about the event, date and time.

Signed

ID Bucs Office

I, _____, am aware of the above listed event and will be responsible for communicating with staff in the department about the event, date and time.

Signed

Buc Mart/Atrium Food Court (ARAMARK)

I, _____, am aware of the above listed event and will be responsible for communicating with ARAMARK staff about the event, date and time.

Signed

Welcome Center

I, _____, am aware of the above listed event and will be responsible for communicating with staff in the department about the event, date and time.

Signed

This form must be completed at least (10) working days prior to the scheduled event date.

Revised 10/2009

Appendix V
Priority for Facility Use

Priority for Facility Use

1. D. P. Culp University Center:

Included in this area are all facilities in the Culp Center as well as the Amphitheater.

Priority for the use of this area is as follows:

- A. University Productions programs
- B. ETSU registered student organizations
- C. ETSU academic departments
- D. Affiliated faculty, administrative organizations
- E. Activities co-sponsored by affiliated organizations and external groups
- F. Non-Affiliated organizations

2. University Academic Facilities:

Included in this area are all facilities normally assigned to the various academic departments of the University. Priority for the use of these facilities is as follows:

- A. Academic classes and/or departments
- B. Continuing Education classes
- C. ETSU registered organizations
- D. Activities co-sponsored by affiliated organizations and outside groups
- E. Non-Affiliated organizations

3. Athletic and Physical Education Facilities:

Included in this area are the Memorial Center, Brooks Gymnasium, University School Gymnasium, Outdoor Athletic Areas (Track, Tennis Courts, Football Fields, Intramural Fields, etc.). Priority for the use of these areas shall be as follows:

- A. Scheduled Physical Education classes and Intercollegiate Athletic events and practices as jointly scheduled by the chairman of the Physical Education Department and Athletic Director.
- B. Intramural Recreation Activities
- C. University High athletic events and practices
- D. ETSU registered student groups
- E. Affiliated campus recreation activities
- F. Non-Affiliated organizations.

4. Center for Physical Activities

Included in this area are all facilities in the Center for Physical Activities as well as those outdoor facilities directly associated with the Center. Priority for the use of this area is as follows:

- A. Campus Recreation Activities
- B. ETSU Registered Student Organizations
- C. Affiliated faculty, administrative Organizations
- D. Non-Affiliated Organization

Appendix VI
University Food Services Catering Policies

Policy Statement Concerning University Funds to be Spent on Food Sources/Caterers Other than the University Food Service.

University funds may be expended for food items not to exceed a total of \$150 on any one event or activity with any food service caterer or food source desired. The event may be held on campus, excluding the D. P. Culp University Center or Amphitheater. The event must be a private, closed meeting, which is not open to the general public or full student body. Purchase requisitions must be processed in the normal manner to expend these funds.

The event sponsors will need to make appropriate arrangements for the necessary food service support equipment (warming and serving) and clean up. Removal of all food service related items and the proper disposal of all trash is the responsibility of the event sponsor or the catering firm, not ETSU custodial services. In these instances the University Food Service contractor will not be expected to provide any services.

At no time will university funds be expended for food items, from any food service caterer or food source other than the University Food Service, to be consumed at meetings or events within the D. P. Culp University Center.

Along with this policy is included the understanding that the University Food Service has the right to either refuse requests for catering service for small events or to charge an extra service/delivery charge in order to insure a fair return.

This policy does not include or encompass any event or activity sponsored by a non-university related office or organization.

**Policy Statement Concerning Donated Food from Commercial Businesses
to be Brought on Campus for Scheduled,
University Related Events.**

INSIDE THE D. P. CULP UNIVERSITY CENTER

In the instance of potential donated food items for university related events scheduled inside the D. P. Culp University Center or Amphitheater:

The University Food Service contractor should be given the opportunity to donate like items. Documentation detailing the proposed donation from the commercial food service firm should be supplied at the time of the contact with the University Food Service. The University Food Service will then either donate the items or turn the opportunity down and allow the donation from the non-university source to occur. In the event the University Food Service contractor does not choose to donate the items, the sponsor will need to provide documentation detailing the donation from the commercial food service firm to the University Foundation so proper acknowledgment can be supplied. This will include a listing of the donated items the company (vendor) has agreed to provide, on business letterhead, and signed by the business representative. The letter must be presented to the Director of the D. P. Culp University Center ten (10) working days prior to the scheduled event for consideration. Notice to approve or deny the request will be provided to the Organization within three (3) days of the request.

The event sponsors will need to make appropriate arrangements for the necessary food service support equipment (warming and serving) and clean up. Removal of all food service related items and the proper disposal of all trash is the responsibility of the event sponsor or the donating firm, not ETSU custodial services. In these instances the University Food Service contractor will not be expected to provide any service. Donated food items may not be used in conjunction with events scheduled in food service dedicated areas (i.e. Cave, Fast Food, etc.). Commercial advertising is not allowed on the university campus except within restricted limits in connection with donated products and services. The university comptroller must approve specific advertising plans.

Donations, as described in this section, are defined as product donations from commercial food service businesses. Donated food items from individuals are not allowed and are not included in this policy, except as described in the policy concerning individually donated food. It is not the intent of this policy to allow 'pot-luck dinners' or allow meeting planners for events within the D. P. Culp University Center to bring 'refreshments' or 'break items' from home or personally purchased. No food or drink items may be directly purchased from an off campus vendor to be served at meetings in the D. P. Culp University Center.

IN OTHER UNIVERSITY FACILITIES

In the instance of donated food items for campus university related events (not scheduled inside the D. P. Culp University Center or Amphitheater):

the campus sponsor should provide documentation detailing the proposed donation from the commercial food service firm to the University Foundation so proper acknowledgment can be supplied. The campus event sponsors will need to make appropriate arrangements for the necessary food service support equipment (warming and serving) and clean up. Removal of all food service related items and the proper disposal of all trash is the responsibility of the event sponsor or the donating firm, not ETSU custodial services. In these instances the University Food Service contractor will not be expected to provide any service. Commercial advertising is not allowed on the university campus except within restricted limits in connection with donated products and services. Specific advertising plans, in conjunction with a donation, must be approved by the university comptroller.

This policy does not include or encompass any event or activity sponsored by a non-university related office or organization.

**Policy Statement
Concerning Individually Donated Food
to be Brought and Used on Campus for
Closed, Private, University related, Meetings and Events.**

Individually donated items may be brought on campus for the consumption of the individuals involved in private, closed meetings which are, university related and not open to the general public or full student body, and are not within the D. P. Culp University Center. Removal of all food service related items and the proper disposal of all trash is the responsibility of the event sponsor, not ETSU custodial services. In these instances the university food service contractor will not be expected to provide any service.

It is not the intent of this policy to allow 'pot-luck dinners' or allow meeting planners for events within the D. P. Culp University Center to bring 'refreshments' or 'break items' from home or personally purchased.

University departments and offices may have 'pot-luck dinners' and refreshments for private, internal office social events held in non-reservable spaces. Reasonable effort should be expended to keep the event modest and out of easy view of the general public and campus community.

This policy does not include or encompass any event or activity sponsored by a non-university related office or organization.

Appendix VII
Facility Usage Fee Schedule

EAST TENNESSEE STATE UNIVERSITY

D. P. CULP UNIVERSITY CENTER

Facility Usage Fee Schedule

7/1/09

Facility	University Affiliated *	Non-University Affiliated, Non-Profit	Non-University Affiliated, For-Profit *****
Auditorium	None	\$250.00	\$500.00
½ Auditorium	None	150.00	300.00
Ballroom	None	250.00	500.00
½ Ballroom	None	150.00	300.00
East Tennessee Room	None	100.00	200.00
Forum	None	100.00	200.00
Meeting Rooms # 1, 2, 3, 4A, 4B, 5, 6, & Conf. Rooms **	None	50.00	100.00
Dining Rooms # 1, 2, 3 **	None	75.00	150.00
Cave ***	None	100.00	200.00
Cafeterias ***	Negotiable	Negotiable	Negotiable
Atrium Food Court ***	Negotiable	Negotiable	Negotiable
Amphitheater *****	Negotiable	100.00	200.00

* Income producing events will be assessed a usage fee.

** Combined rooms are considered as multiple room reservations (i.e. Meeting Room 1 And 2 are treated as 2 room reservations).

*** Limited availability and if interferes with regular operating hours in a food service Area, then a food service income guarantee will also be required.

***** Usage by a private (non-University employed) individuals will be treated as a non-Affiliated, for profit usage.

***** Includes no setup or sound system.

Private usage by University employees will be treated as non-affiliated, non-profit usage.

The listed fees include basic lighting and room setups – complex or complicated setup requests may entail additional labor or equipment charges.

Events using most or all of the building facilities will have negotiated usage fees.

Regularly scheduled weekly or monthly events may have negotiated usage fees.

Other areas of the facility must be made available on a special request basis with usage fees being negotiated at the time.

Federal, state, and local governmental agencies will be considered as Non-University Affiliated, Non-Profit users.

These fees will be reviewed and revised as needed on an annual basis.

AUDIO VISUAL SERVICES & EQUIPMENT

Fee Schedule

Service/Equipment	University Affiliated *****	Non-Univ. – Affiliated Non-Profit	Non/Univ. – Affiliated For-Profit ***
Mics in Areas w/ House Sound -1 -2 -3 & up * **	None None None	None \$ 10@ \$ 10@	None \$ 15@ \$ 15@
Wireless Mic * **	None	50.00	100.00
Portable Sound System & 1 mic * ** -2 or more Mics * **	None None	50.00 15.00+ 5.00@	100.00 TO BE QUOTED
Small Audio Mixer	None	10.00	20.00
Port-A-Lectern	None	30.00	60.00
Pianos: -Baby Grand -Upright -Tuning (fee based on actual cost)	None None 75.00	50.00 None 75.00	100.00 None 75.00
Overhead Projector & Screen	None	10.00	20.00
35mm Slide Projector & Screen	None	15.00	20.00
16mm Sound Movie Projector & Screen ** (Aud Left Only)	None	25.00	50.00
VHS VCR & Monitor	None	15.00	30.00
DVD Player and Monitor	None	15.00	30.00
Multimedia Projector	None	75.00	125.00

AUDIO VISUAL SERVICES & EQUIPMENT

Fee Schedule (continued)

Service/Equipment	University Affiliated *****	Non-Univ. Affiliated Non-Profit	Non-Univ. – Affiliated For-Profit ***
Laptop Computer	None	50.00	100.00
52" Large Screen TV * **	None	25.00	50.00
w/ VCR/DVD Player (CAVE only)	None	35.00	70.00
Projection Screens			
- Regular Tripod	None	20.00	30.00
- Frt Proj. 12'X12'	None	25.00	50.00
- FastFold 7.5'X10'	None	50.00	75.00
- House Screen	None	25.00	50.00
Audio Cassette & Speakers	None	10.00	20.00
Telephone * ****	None	25.00	50.00
Teleconference Downlink * **			
under 3 hours	None	250.00	500.00
each extra hour	None	20.00	40.00
Flip Chart & Stand			
Without Paper	None	5.00	10.00
With Paper	15.00	20.00	25.00
Extension Cords	None	5.00	10.00
Exhibit Hall			
Tables	5.00/20%	10.00/20%	25.00/20%
Chairs	3.00/20%	5.00/20%	10.00/20%
Power	3.00/20%	5.00/20%	10.00/20%

- Many of these services are available only in the University Center.
- Complex services other than those listed will be quoted on an individual case basis.
- Special lighting services will be quoted on an individual basis due to the complexity of the service.

* Limited Availability

** Operator (with a labor charge) may be required.

*** Usage by private (non-University employed individuals will be treated as a non-affiliated, for profit usage.

**** All long distance calls must be made either collect or with a credit card.

***** Income producing events will be assessed a usage fee.

Private usage by University employees will be treated as non-affiliated, non-profit usage.

These fees will be reviewed and revised as needed on an annual basis.

LABOR SERVICE AND OVERTIME

Fee Schedule

Services	University Affiliated ****	Non-Univ. – Affiliated Non-Profit	Non-Univ. – Affiliated For-Profit ***
Technical Services *	20.00/hr.	25.00/hr.	30.00/hr.
Information Technology Services *	20.00/hr.	25.00/hr.	30.00/hr.
Physical Plant/ Custodial Services *	20.00/hr.	25.00/hr.	30.00/hr.
Public Safety Services *	30.00/hr.	30.00/hr.	30.00/hr.
After Hours Building Usage	20.00/hr.	25.00/hr.	30.00/hr.
VA Theater Staff Fee	\$15.00/hr	\$25.00/hr	\$25.00/hr

* Normally University Affiliated Groups are not charged except where OVERTIME labor charges are involved. Any overtime labor will be charged at a minimum of three hours. Any portion of an hour will be charged as a full hour.
Overtime is defined as outside normal operating hours for the building or department in question.

** Any portion of an hour will be charged as a full hour. If a special building opening is required; a minimum overtime charge of three hours will be assessed.

*** Usage by private (non University employed) individuals will be treated as a non-affiliated, for profit usage.

**** Income producing events will be assessed a labor charge.

Private usage by University employees will be treated as non-affiliated, non-profit usage. Concerts, dances, and other public events may be required to have officers from the Office of Public Safety on duty at the event. The organization will be charged at the labor rates specified above.

These fees will be reviewed and revised as needed on an annual basis.

EAST TENNESSEE STATE UNIVERSITY

**UNIVERSITY FACILITIES OUTSIDE THE
D. P. CULP UNIVERSITY CENTER**

Facility Usage Fee Schedule

Facility	University Affiliated *	Non-Univ. – Affiliated, Non-Profit *	Non-Univ. – Affiliated, For-Profit * ****
Brook's Gym *** Upper Gym Lower Gym	Negotiable Negotiable	\$150.00 75.00	\$300.00 150.00
Univ. High Gym ***	Negotiable	75.00	150.00
Gilbreath Theater * ***	Negotiable	250.00	500.00
VA Theater ***	Negotiable	150.00	200.00
Academic Classroom ***	Negotiable	50.00	100.00
Academic Auditorium *** (no AV equipment)	Negotiable	250.00	500.00
MiniDome * ** *** ***** Basketball event	Negotiable	\$1,960 or 15% of gross for the event, whichever is greater	
Track event	Negotiable	\$1,960 or 15% of gross for the event, whichever is greater	
Indoor Tennis Courts Up to 6 courts	Negotiable	1-3 courts 12.50/hr. 3-6 courts \$25/hr.	1-6 courts \$50.00/hr
Foundation sponsored events		\$5,000 per day	
Intramural Fields *** Each Field	Negotiable	100.00	150.00

Outdoor Tennis Courts	Negotiable	\$75.00 per day or \$10/hr.	\$150.00 per day or \$15.00 hr.
Outdoor Track & Infield	Negotiable	150.00	200.00
Basler Challenge Course *****	Negotiable	Half-Day - \$120.00 Full-Day - \$270.00	Half-Day - \$625.00 Full-Day - \$1025.00
Baseball Field	Negotiable	150.00	200.00
Parking Lots	Negotiable	100.00@	150.00@
Other Facilities ***	Negotiable	Negotiable	Negotiable

* Income producing events will be charged a usage fee based on a percentage of gross income produced at the event, labor, and support equipment used.

** The total charge will include 72 hours for cooling plus the actual hours of the event.

*** There may be additional labor charges for facility opening, building monitors, and Custodial services, equipment set-up & take down

**** Usage by private (non-University employed) individuals will be treated as a non-Affiliated, for profit usage.

***** Additional charges may be assessed in conjunction with setup, electrical needs, Air conditioning, staffing, etc.

***** Pricing is for groups of 10 or less, if more than 10 participants the additional, per person rates are:

Non-Profit - half day - \$12 per person, full-day - \$27 per person

For-Profit - half day - \$65 per person, full-day - \$105 per person

Private usage by University employees will be treated as non-affiliated, non-profit usage.

The listed fees include basic house lighting and room setups – complex or complicated setup requests may entail additional labor or equipment charges.

Events using most or all of a building/campus facility will have negotiated usage fees.

Other areas of the facility must be made available on a special request basis with usage fees being negotiated at the time.

Federal, state, and local governmental agencies will be considered as Non-University Affiliated, Non-Profit users.

Adjustments and exceptions to these rates may be done at the discretion of the University Center Director.

ETSU Physical Plant Fees for Requests for "Non-budgeted Item" Services

These fees will be charged when the services are requested on a special basis outside of the normal schedule to support specific events and activities.

Type of Service	Fee	Comments
Lining of various outdoor fields for Band Camps	\$ 300@ first time, \$ 100 each additional time	Includes labor and materials
Special cleaning of Residence Hall Lounge (when the hall is not used for housing) after a camp to prepare for Fall Housing	\$ 75	Estimate only, will be charged actual time
Supply electricity to outside Event	\$ 30 when within 200 feet of existing outlet	Includes extension cords
Posting of Directional/Informational Signs at campus entrances	\$ 80	Includes production of 10 signs
Hanging of Banners off Buildings	\$ 25 each	Does not include banner production, and only where accessible with existing equipment
Other unique, unscheduled services	\$20/\$25/\$30 per hour, plus the cost of any necessary rental equipment	Depending on whether the sponsor is campus affiliated, non-affiliated non-profit, or non-affiliated for-profit

FACILITY FEE USAGE POLICIES FOR INCOME PRODUCING EVENTS

In addition to the fees listed on the previous pages, the following policies are in effect in relation to Income Producing events.

UNIVERSITY RELATED DEPARTMENTS OR ORGANIZATIONS

When an event is sponsored by a university related department or organization it will normally not be charged fees (other than direct costs) unless the event is an income producing activity for the department or organization. If the income is deposited into standard university accounts there will be no charge. If the income is deposited in University Foundation accounts, agency accounts, or into off campus accounts then the normal non-profit rates will be charged.

Whenever space (i.e. display booths, tables for display, demonstration rooms, etc.) or services (electricity, AV equipment, theater lighting, etc.) is resold by the sponsoring organization or department, the sponsor will be charged an amount equal to 20% of the price charged for the resold space or services.

REGISTERED STUDENT ORGANIZATIONS

When an event is sponsored by a registered university student organization it will normally not be charged fees (other than direct costs) unless the event is an income producing activity for the group. In this case the organization will be charged for all services and AV support provided to it. Facility rental will not be charged except in cases where large amounts of space are used or extraordinary demands are placed on custodial, setup, and technical services.

Whenever space (i.e. display booths, tables for display, demonstration rooms, etc.) or services (electricity, AV equipment, theater lighting, etc.) is resold by the sponsoring organization, the sponsor will be charged an amount equal to 10% of the price charged for the resold space or services.

NON-UNIVERSITY RELATED EVENTS (Non-Profit & For-Profit)

When an income-producing event is held the regular facility usage fees will normally be charged. In addition, in the case of ticketed events, a fee equal to 10% of the gross ticket sales or \$400 - whichever is greater, will be charged.

Whenever space (i.e. display booths, tables for display, demonstration rooms, etc.) or services (electricity, AV equipment, theater lighting, etc.) is resold by the sponsoring organization, the sponsor will be charged all normal facility usage charges plus an amount equal to 20% of the total price charged for the resold space or services.

Appendix VIII

Specific University Center Policies

USAGE OF THE CAVE AS RESERVABLE SPACE

As a part of the D. P. Culp University Center the CAVE, which is a highly functional area for some types of events, is made available as a reservable space. However, since it is also a contract managed food service facility with equipment, food stores, and supplies in the area, which cannot be secured, the following guidelines have been established for the reservation and use of the area.

1. If the reserving party does not want the area on an exclusive basis and is comfortable with the general public still entering and using the area then the established regular rental rates will apply. The user must do nothing that will hamper the ongoing operation of the food service unit or customer access and use of it.

Any group using the area is responsible for any clean up, initial chair/table arrangement, and replacement of the chairs and tables to their original positions (if at closing, the chairs would be placed on the tables). This responsibility may be met by using volunteers from the reserving party or by paying a labor set-up/clean-up charge to the food service. Arrangements for this process must be made at the time of the reservation.

On a few occasions each year, the area may be used for official university functions. When these types of events occur, the regular university custodial crew will take care of setup, tear down, and clean-up of the area.

2. If the reserving party wants to reserve the area on an exclusive basis and control entry to the area, then the group is responsible for paying the established regular rental rates and a special fee or volume guarantee to the food service. Thus, if the group using the CAVE does not generate the agreed upon volume in the food service then the group will make up the difference with a payment directly to the food service. If the group does not desire the food to even operate, then the group will need to pay the guarantee, which represents missed business plus the labor cost of having one food service employee in the area to monitor and provide security for the equipment and merchandise.

Any group using the area is responsible for any clean up, chair/table arrangement, and replacement of the chairs and tables to their original positions (if at closing, the chairs would be placed on the tables). This responsibility may be met by using volunteers from the reserving party or by paying a labor set-up/clean-up charge to the food service. Arrangements for this process must be made at the time of the reservation.

On a few occasions each year, the area may be used for official university functions. When these types of events occur, the regular university custodial crew will take care of setup, tear down, and clean-up of the area

**AFTER HOURS EVENTS POLICY FOR THE
D. P. CULP UNIVERSITY CENTER
AUDITORIUM, BALLROOM, AND/OR CAVE**

This policy and procedure statement relates to East Tennessee State University registered student organization events held in the D. P. Culp University Center Auditorium, Ballroom, and/or Cave, which begin after 8:00 pm and continue until a maximum of 3:00 a.m. Events beginning earlier in the evening and extending past the established regular closing time will be charged the normal after hours fees and are not covered by this policy. Organizations are limited to a maximum of two (2) events, of the type covered by this policy, per semester. This policy does not apply to non University-related groups.

1. Scheduling

These events must be reserved through the D. P. Culp University Center Reservation Office in accordance with the established reservations policies (please see attached Facility Request/Instructions).

The completed 'Request for Use of Facilities' form with all necessary signatures must be submitted to the D. P. Culp University Center Reservation Office at least ten (10) working days (Monday through Friday) prior to the event date. All event details, including set-up, equipment requests or rented equipment information, and any other special needs must be submitted to the D. P. Culp University Center Reservation Office no less than ten (10) working days (Monday through Friday) prior to the event. Due to the unusual nature of the hours for these events and the scheduling problems they represent, **there will be no exceptions to this deadline.**

2. Staffing

Events held in the D. P. Culp University Center Auditorium, Ballroom, and/or Cave will require the following support staff:

- ❖ One (1) full-time, professional staff member from the Student Affairs Division. This individual will have overall administrative responsibility for the event.
- ❖ One (1) Technical Services staff member will be on duty for sound/light support.
- ❖ One (1) or Two (2) Public Safety Officers will be required depending on the size and complexity of the event.
- ❖ The Food Service serving areas will be secured and no access allowed unless previously arranged and scheduled with ARAMARK.
- ❖ Student users will be expected to assist in any unique setups requested in the area.
- ❖ All food and drink items must be provided from ARAMARK contracted food service.
- ❖ Requests for donated food and/or drink items must be provided in the form of a letter from the donating business itemizing the products to be donated for the event. This letter must be submitted for consideration to the University Center Coordinator for Operations no less than ten (10) working days (Monday through Friday) prior to the event date.

3. Scheduling Fees

An event-scheduling fee in the amount of \$50.00 will be assessed to all student organizations scheduling any of the above-listed facilities for after hours events. The \$50.00 fee, in the form of a check payable to ETSU or provision of the organization's ETSU Agency Account number, must accompany the completed 'Request for Use of Facilities' form, when submitted for a proposed event.

- a. **Non-revenue generating events (no admission):** For events that are scheduled and conducted as planned, the \$50.00 event-scheduling fee will be returned to the organization as described below, item c.
- b. **Revenue generating events (admission):** For events that are scheduled and conducted as planned, the \$50.00 event-scheduling fee will be applied to the support labor fee assessed for revenue generating events as described in this policy statement.
- c. **Return Policy:** If the event is cancelled by the organization at any time after the initial request is submitted, the student organization will forfeit the \$50.00 event-scheduling fee, **no exceptions**. If, during the routing process of the facility request form, it is determined that the facility requested is not available, the event-scheduling fee will be refunded to the organization. The refund will be processed through the University and a check, payable to the student organization, will be mailed to the organization's campus P. O. Box within approximately ten (10) working days (Monday through Friday).

4. Other Provisions:

Labor expenses for building coverage/supervision, custodial services, technical services, security, etc. will be covered by the 'Late Night Programming Support Fund'. Due to the limited funds available, access to this support fund will be on a first-come, first-serve basis. When it is exhausted, this special funding support will no longer be available for 'After Hours Events' and normal usage charges will be assessed to the sponsoring organization. Please see attached Estimated Fee Schedule.

Unique request for food service, special equipment, complex setups, excessive cleanup and other such items may necessitate additional charges.

University billing statements will be sent to the sponsoring organization with prompt payment expected for the amount due. Failure to promptly pay the fee will result in the organization being unable to sponsor future events during the academic year.

Interdepartmental transfers will be initiated for charges supported by the 'Late Night Programming Support Fund'.

Estimated fees for an event:

After Hours Building Operation – Six (6) Hours @ \$20.00 per hour = \$120.00

Technical Services Support – Six (6) Hours @ \$20.00 per hour = \$120.00

Security Fee Public Safety Officer – Six (6) Hours @ \$20.00 per hour = \$120.00

Total Estimated Charge to Student Affairs - \$360.00