

USAGE OF THE CAVE AS RESERVABLE SPACE

As a part of the D. P. Culp Student 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 utilized as an open gathering space for students, Esports training/gaming arena, and used for Food Service retail dining, the following guidelines have been established for the reservation and use of the area.

The requestor will not be allowed to reserve the Cave on an exclusive/private basis and must be comfortable with the general public still entering and using the area as the established regular rental rates will apply. The user must do nothing that will hamper the ongoing operation of the space or customer access to and use of the facility.

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. This responsibility may be met by using volunteers from the requestor or by paying a labor set-up/clean-up charge. 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 HOUR EVENT POLICY FOR THE
D. P. CULP STUDENT 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 Student 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 hour's 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 Student Center in accordance with the established reservations policies.

Fill out a 25live reservation request form which must be submitted at least seven (7) business 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 no less than seven (7) business 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 Student 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 if needed.
- ❖ One (1) or Two (2) Public Safety Officers will be required depending on the size and complexity of the event.
- ❖ The Food Service Retail Serving areas will not be available for after hour events.
- ❖ Student users will be expected to assist in any unique setups requested in the area.
- ❖ All catering must be provided from the food service contractor for service over the \$300.00 amount.
- ❖ 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 Food Service Contractor and Student Center no less than seven (7) business 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 hour's 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 25live reservation request 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

by a check, payable to the student organization and will be mailed to the organization's campus P. O. Box within approximately ten (10) Business 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.

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 – Four (4) Hours @ \$20.00 per hour = \$80.00

Technical Services Support – Four (4) Hours @ \$20.00 per hour = \$80.00

Security Fee Public Safety Officer – Four (4) Hours @ \$35.00 per hour = \$140.00

Total Estimated Charge to Student Affairs - \$300.00