

Vanderbilt University Student Life Center



Building Policies and Procedures

(Updated 9/23/04)

Facility Policies and Procedures

Introduction

1.1

This policy is intended to facilitate the fair allocation and efficient use of facilities within the Student Life Center and provide for the uniform and consistent administration of facility usage.

1.2

The facility use policy applies to the temporary use of facilities in the Student Life Center that are made available for meetings, activities, and events.

1.3

The Student Life Center reserves the right to alter and/or amend this Facility Policies and Procedures document. The SLC Assistant Director shall determine all matters not expressly covered by the Facility Policies and Procedures.

General Guidelines

2.1

The Student Life Center (SLC) and the Office of Schedules and Reservations (OSR) are responsible for coordinating the use of all SLC facilities. All university requests for the use of facilities must be submitted to the OSR, all non university requests must be submitted through the SLC Assistant Director. Advertising an event prior to event confirmation is prohibited and may result in denial of the request to use the SLC.

2.2

SLC facilities are reserved in the order in which requests are received pertaining to the written priority guidelines, with consideration being given to the size of the group, type of set up needed, and space available. The SLC reserves the right to assign, and if necessary, reassign facilities to assure the maximum and most appropriate utilization of the SLC.

2.3

After a room has been scheduled, food service, audio-visual, and other arrangements may be made. Groups are not permitted to bring their own food or beverage into SLC (all food must be catered). Student Organizations can get an exception to this rule for the lower level meeting rooms. Exceptions must be approved through the Student Life Center Assistant Director.

2.4

All groups are allowed to bring in A/V equipment but the SLC assumes no liability for outside equipment, nor do we provide storage for it. Arrangements for use of SLC audio-visual equipment must be finalized two weeks prior to events in the Ballroom/Board of Trust and 5 days for other meeting rooms.

2.5

Lower level meeting rooms and the Board of Trust room have predetermined set ups. No groups are allowed to reconfigure those rooms due to possibility of damage to furniture and to prevent personal injury. The staff at the SLC can reconfigure rooms to accommodate client requests. Any room reconfigurations should be given to the SLC Assistant Director 5 days in advance of any event. All groups will be charged \$20.00 to reconfigure meeting rooms 1 or 2 and charged for labor to change the Board of Trust room.

2.6

The group scheduling the SLC will be held financially responsible for any special clean-up, maintenance, or repair, resulting from the event or the activity.

2.7

A conference service fee may be assessed based on the scope of an event. This covers limited handling of shipping materials and clean up and removal of discarded display items. Groups will be charged a minimum of \$25.00 for this service.

2.8

The SLC reserves the right to require fire, police or other security personnel for events in the SLC. The need shall be determined based on the time, place, and type of event. Security personnel may also be provided at the request of the sponsoring organization. Events requiring security coverage will not be permitted if adequate security is unavailable. The group sponsoring the event is responsible for all applicable security charges. No security may be provided from agencies outside the VUPD or their designee.

2.9

All groups using the SLC shall obey all published University and SLC policies, regulations and guidelines, as well as all local, State and Federal laws. Violations of this procedure by the group may result in the loss of scheduling privileges in the SLC.

2.10

At any scheduled event where fire capacity is exceeded, the group shall be required to take immediate measures to become compliant or the Building Manager may close down the event.

2.11

The group sponsoring an event in the SLC may determine the participants at the event. The group is held accountable for the actions of the participants throughout the SLC.

2.12

The Student Life Center is a smoke-free building.

2.13

The SLC is not responsible for any lost, stolen or damaged property belonging to users of the facilities. All items found in the SLC will be held for one week. Items remaining at the lost and found for more than one week will be donated.

2.14

All events must end one half hour prior to the closing time of the building. See section 2.18 for Building operational hours.

2.15

The distribution of leaflets, flyers and other handout materials as well as petition drives is permitted only at the 4 (four) reservable spaces on the first floor. Groups must reserve space through the OSR. Please refer to the Student Organization Manual p.22-23. See section 11 in this document for more information.

2.16

Sound amplification equipment may not be used in any areas other than in the ballroom and meeting rooms. A technician may be required. Any exceptions to this must be approved through the SLC Assistant Director.

2.17

Working animals such as seeing eye, hearing, service dogs, and dogs used in law enforcement are the only animals permitted in the SLC. The SLC office must approve animals used in lectures and demonstrations.

2.18

Student Life Center Operational Hours

Office Hours

Monday through Friday

8:00 AM-5:00 PM

Available event hours

Sunday through Thursday 7:00 AM-11:59 PM

Friday-Saturday 7:00 AM-1:30 AM

Building staffed

Monday through Friday (hours change for events)

7:00 AM-10:00 PM

Saturday Sunday

9:00 AM-5:00 PM (hours change for events)

During the non academic term and holiday breaks, the SLC operates on a reduced schedule which will be posted approximately one week before any change in building hours. Unless a special program is scheduled, the SLC is CLOSED on Independence Day, Labor Day, Memorial Day, Thanksgiving Day (Thurs-Sun), Christmas Eve, Christmas Day and New Years Day.

2.19

In the event of an emergency during an event, the SLC building/event manager will follow the proper procedures outlined in the SLC emergency manual. All building occupants are expected to follow all instructions given to them.

Food, Beverage & Alcohol Service

3.1

After the appropriate facility has been scheduled, food, beverage, and alcohol service arrangements may be made using the SLC approved catering list (Lists of approved caterers are available on the SLC webpage or at the OSR).

3.2

Groups are not permitted to bring their own food or beverage into SLC (all food must be catered). Student Organizations can get an exception to this rule. Exceptions must be approved through the SLC Assistant Director.

3.3

Groups are not restricted to Vanderbilt Catering. Caterers must sign an agreement of understanding with the SLC before they are allowed to provide any services in the SLC. Caterers can contact the SLC Assistant Director for more information on becoming an approved cater.

3.4

All food, beverage, and alcohol arrangements are the responsibility of the group renting the SLC.

3.5

Caterers will be required to cloth all tables being used during events.

3.6

Liquor and wine vendors must obtain a special occasion license in order to serve in the SLC.

3.7

Groups wanting to serve beer must contact the SLC Assistant Director for more information.

3.8

All alcoholic vendors must have liability insurance. Proof of insurance and a liquor license must be given to the SLC two weeks prior to the event.

3.9

No BYOB events can be held in the SLC. Only open and cash bars are allowed.

Decorations, Exhibits & Displays

4.1

Decorating and posting limitations must be discussed and approved with SLC Assistant Director two weeks prior to the event.

4.2

No tape, glue, tacks or nails are permitted on the walls, doors, floors, ceilings, glass, woodwork, draperies, moveable walls or any painted surface of the SLC facilities. Groups that cause damage to the ceiling, floors or walls by taping or adhering items to the facility furnishings will be assessed a \$25.00 damage fee or the actual cost of repair, whichever is greater.

4.3

Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed.

4.4

Light bulbs may not be placed where heat from the bulbs might create a fire hazard. Special effects equipment, such as smoke, fog and fire machines, sparklers, etc., must be reviewed by the SLC staff before approving.

4.5

Banners and displays made with flammable materials may be used only where no danger of fire exists, as determined by the SLC.

4.6

Groups utilizing decorations, exhibits or displays must arrange for labor to set up and remove materials. If a ladder is being used for this process, groups will either need to sign a liability release OR arrange and pay for the SLC staff to assist. Use of the aerial lift requires licensing.

4.7

The SLC is not responsible for the loss of any materials, displays, gifts, favors or other items left in the building.

4.8

Decorations, exhibits and displays must be removed immediately following the event or activity, unless other arrangements have been approved by the SLC.

4.9

Candles must be enclosed in glass to prevent a fire hazard.

4.10

All table centerpieces must be non-flammable or constructed of fire resistant materials.

4.11

The SLC does not permit sand weights, confetti, rice, dance wax, powder, or similar materials. Groups will be charged for any extensive clean up.

4.12

Any special needs for decorations, exhibits, and displays beyond the scope of this policy must be approved by the SLC.

Parking

5.1

Users and guests must abide by all University parking/traffic requirements, including but not limited to passenger and equipment loading/unloading, observance of authorized parking locations, payment of fees, and display of parking permits. Payments of citations, which result from parking/traffic violations, are the sole responsibility of the user and their guests. Access to the loading dock must be coordinated with the SLC two weeks prior to event. Parking in the loading dock is prohibited and violators will be ticketed and/or towed at the owner's expense.

5.2

Parking arrangements for events will be made with the SLC.

5.3

The parking garage on the lower level of the SLC can be rented for special events. The lot holds 25 cars. Contact the SLC Assistant Director for more information.

Insurance Requirements

6.1

All non-University organizations renting space in the SLC must carry a minimum of \$1,000,000 Liability and name Vanderbilt University as additionally insured.

6.2

Proof of this insurance must be turned in two weeks prior to the event.

6.3

All Vanderbilt student organizations and University departments are exempt from this section.

Room and Event Billing Procedures

Student Organizations and University Departments

7.1

Event bills are processed through the SLC with in one week of an event.

7.2

Bills are paid through an 1180 and due upon receipt.

7.4

If a deposit is required to reserve the ballroom, it must be paid with an 1180 at the time the reservation is made. Rental deposits are non-refundable and non-transferable.

7.5

For all large scale events it is recommended that organizations and departments get a price quote from the SLC office.

Non-University Rentals

7.8

All non-university related business is processed through the SLC office. Bills are sent to the client with in one week after an event takes place.

7.9

Non university organizations wishing to claim tax exempt must have a Blanket Certificate of Exemption from the Tennessee Department of Revenue.

7.10

Payment is due upon receipt of bill.

7.11

Bills can be paid with a check.

Concessions

8.1

The SLC reserves the right to control the sale of all concessions including food, beverage, and parking or any other services connected with the facility. No free samples may be distributed at the facility without the approval of the Assistant Director.

8.2

Programs and Novelties: Groups may be permitted to sell novelties, programs, t-shirts, DVD's, and CD's provided the SLC is given notice 14 days prior to event. Display tables and selling locations will be at the discretion of the facility.

Sanctions

9.1

Any group, which violates any section of this procedure or fails to pay all charges or debts incurred from a scheduled event and owed to the SLC within 30 days after receiving a bill, may be denied the privilege of using the SLC for a period of time deemed appropriate.

9.2

A University department, student organization or any other group shall be assessed and responsible for any damages incurred as a result of a scheduled event.

9.3

Appeals must be submitted in writing to the SLC 10 days after a bill is received.

Scheduling events in the Student Life Center

10.1

All space in the Student Life Center is reserved through the Office of Schedules and Reservations. The following is the order of priority.

1. Commencement (Second Wednesday-Friday in May)
 - a. Summer Academic Orientation
 - b. Board of Trust
2. Building Associates and Division of Student Life
 - a. Career Center
 - b. Study Abroad
 - c. International Student and Scholar Services
 - d. Office of International Services
3. Student Organizations
4. University Departments
5. Non-University Groups

10.2

Room rental rates are listed on an attachment of this document. Student organizations, Building Associates and DSL are not charged for use of the SLC space from 5:00 PM Sunday through noon on Friday. **ALL groups will be charged for all other services in the SLC including but not limited to set up, clean up, room reconfiguration, A/V equipment, and technical needs.** All weekend events including but not limited to concerts, dances, and banquets will be charged the appropriate rental rate plus all other applicable fees (set up, clean up, room reconfiguration, A/V equipment, and technical services).

10.3

Vanderbilt University departments and student organizations may not serve as fronts for off campus organizations. If fronting is discovered, outside rental rates will apply. University Departments and student organizations may co-sponsor events with off campus organizations, as long as the mission of the outside group relates to the on campus group.

10.4

Non-University groups must submit an advance deposit to use any of the facilities. University and Student groups are required to put a deposit on the Ballroom and Board of Trust room for weekend use (Friday noon-Sunday 5:00 PM). All Deposits are half (50%) of the room rental rate. Receipt of advance deposit indicates acceptance of terms of Facilities Policies and Procedures.

10.5

All outstanding rental and service charges will be billed following the event. Payment is due upon receipt. See Section 7 for more billing information.

10.6

All groups wishing to claim a tax exemption must provide appropriate verification two weeks prior to the event date. All Vanderbilt groups are tax exempt and do not need proof.

10.7

Room rental rates are subject to change. Actual room rental will be billed at the current rate, which may not exceed the original booking rate by more than 5%.

10.8

To ensure the efficient ingress and egress to/from the Student Life Center, and to protect the safety of our patrons, the front steps of the SLC are not available to be reserved for meetings, activities, or events. Exceptions may be approved by the SLC staff.

10.9

Reservations will be taken 3 semesters in advance. For example, in the spring of 2005 reservations will be taken for summer 2005, fall 2005, and spring 2006. Specific dates for reservations are available at the OSR. Please note that for events scheduled during summer (day after spring commencement until the day before freshman move in) and Winter break (day after last finals until day before spring semester classes start) reservations can be placed two years in advance after university marquee events have been decided.

Commodore Ballroom

11.1

The Ballroom is reserved through the OSR.

11.2

The Ballroom default set up is empty. Although student organization and University departments are not charged a rental rate Sunday 5:00 PM through Noon Friday they are responsible for all other charges. These charges include but are not limited to set up, clean up, A/V equipment, and technical needs.

11.3

A technician may be required to use any of the A/V equipment in the SLC.

11.4

All event needs (excluding catering) are arranged through the SLC. Groups must set up an appointment with the SLC Assistant Director to discuss all event needs after reserving the Ballroom through the OSR. Groups should schedule this meeting immediately after reserving the space.

11.5

The Ballroom must be reserved three weeks in advance of event date. Any exceptions must be approved through the SLC Assistant Director.

Lobby, Gathering, and Pre Function space

12.1

Only registered student organizations and University departments may schedule a space for events such as information exchange, program promotion, ticket sales, voting, and limited fund raising (see Student Organization Manual p. 22-23). In order to secure a space you must go through the OSR. Space is limited and only available when no other events are taking place in the main Ballroom.

12.2

Groups will receive 1 (one) 8' table and two chairs in the space reserved. These tables and chairs are not to be moved.

12.3

Student organizations and University departments may schedule lobby space under the following conditions:

- a) Fundraising must be conducted by Vanderbilt students or department staff and in accordance with University policies.
- b) Approaching passersby or other active solicitation is strictly forbidden.
- c) Lobby users must remain behind their table.
- d) Because of its disruptive nature, the use of sound amplification equipment is not permitted.

12.4

Student Organizations and departments within the Division of Student Life are not charged for the space. University Departments are charged \$75 for 4 hours or \$150 for the full day.

12.5

A group will be limited to use of one regular lobby space per day.

Cancellations

13.1

Student organizations, University departments, and off-campus groups will be held responsible for all charges incurred as a result of any commitments made to facilitate the event.

13.2

If a student organization fails to cancel a lower level meeting room reservation at least 24 hours prior to their event the group shall be assessed a \$50.00 fine.

13.3

If a University organization fails to cancel a meeting room reservation at least 24 hours prior to their event the group shall be assessed the room rental rate.

13.4

If a student organization or University department fails to cancel a reservation on the Ballroom or Board of Trust room 30 days prior to their event the group shall be assessed the room rental rate.

13.5

If a non-University group fails to cancel a room reservation at least 90 days prior to their event, (180 days for Ballroom), the group shall forfeit the deposit.

13.6

Rental deposits are non-refundable and non-transferable.

13.7

The facility cancellation fees are in addition to food service or any other cancellation fees.