

TERMS AND CONDITIONS OF USE

Please carefully read the terms for utilizing this facility. After reading you must sign below indicating you accept the terms and conditions of the contract.

The Vanderbilt University Bishop Joseph Johnson Black Cultural Center (BCC) administration maintains all scheduling and reservations of events in this facility. Facilities are available for use to groups internal to the University and scheduled only to registered student groups, academic and administrative departments or organizations. Off campus groups must request space by writing/email to the Associate Director of the Black Cultural Center. Only non-profit groups can utilize the BCC because of the University's tax-exempt status. This facility is not appropriate for campus parties/dances, step-shows, concerts, pep-rallies, mixers and other public and private events of this type. These events should be scheduled at other campus locations through the Office of Schedules and Reservations. All BCC events beginning at 9:00 p.m. or later must be approved by the Associate Director. To complete this application the following information is required: Name of sponsoring organization; room(s) requested; dates and time of use, event set up time, expected attendance, brief description of the event; special services required; audio/visual support, use of kitchen facilities, computers and data port access. Please consult the Office of Schedules and Reservations for facilities other than the BCC. After completion, please return this form to the BCC Administrative office. After this form is received you will be notified to confirm your reservation or to discuss any conflicts, space availability or alternative dates for your events if they apply.

Room	Profile	Amenities
Auditorium (Rm. 118)	Seats 85 Theater style	AV, Screen, VCR, DVD, Blu-Ray, Podium, Mic, Data port
Seminar Room (Rm. 101)	Seats 16 Conference table	AV, Screen, VCR, DVD, Grease board, Data port
TV Lounge (Rm. 115)	Seats 15	TV, sectional couch, tables, chairs (Students only)
Lower Level	Seats 12	Couches and small tables
Outside Picnic Area	N/A	May set up for small receptions, cookouts
Kitchen (2)		Oven, Microwave, stovetop sink, full refrigerator

RENTAL FEES, CHARGES & LIMITS OF USE

To qualify to utilize space in the BCC a deposit must be submitted using a **University Form 1180** complete with your organization's account number and signature from the appropriate organization representative responsible for disbursement of funds. This form will remain on file for one academic year or as long as the organization continues to reserve the center's facilities. In the event of any damage, cleaning and/or set-up charges assessed to the organization the BCC reserves the right to submit the 1180 for appropriate transfer of funds. Rental fees are as follows:

Space	Rental Fee	Hourly Breakdown
Auditorium (Room 118)	\$350.00 (Non-Student Groups)	4 hour rental
	\$175.00 (Non-Student Groups)	2 hour minimum rental
	\$10.00	full kitchen access
	\$10.00	small kitchen access
Seminar Room (Room 101)	\$175.00 (Non-Student Groups)	2 hour minimum rental
Lower Level, Picnic Area	No charge	N/A

Cancellation Policy: Please notify the BCC no later than 24 hours prior to a planned event if you choose to cancel your reservation. There is no charge to cancel reserved facilities. However, consecutive cancellations without prior notification may result in limits on future space utilization.

Cleaning Assessment: A minimum \$30.00 fee will be charged to any group renting space in the BCC if that space is left in unsatisfactory condition. This includes refuse not properly disposed, furniture and or equipment not properly re-arranged or returned to its original set-up mode, kitchen space left in unsatisfactory condition or any room condition not deemed by the BCC as a result of normal usage.

Damage Assessment: Any damage to BCC facilities as a result of an organization's event or usage will be charged at the appropriate rate for repair/replacement. This includes damage to furniture, AV equipment, BCC artwork, computer and office equipment and/or kitchen facilities. Please note damage to artwork and/or AV equipment may be considerable.

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AUDIO-VISUAL SUPPORT

The BCC is equipped with two AV units in the Seminar Room and the Auditorium. The auditorium is equipped with a Blu-Ray player as well. In addition there is one portable AV unit. Please read and follow all directions carefully when operating the AV equipment in the Auditorium, Seminar room or when using the portable AV unit. All personal DVD, VHS tapes, laptops, MP3 players should be removed from the AV unit(s) when your program is completed. The BCC is not responsible for lost or damaged discs, tapes, laptops or other devices used with the BCC systems. Also, please remember to leave all remotes, wireless microphones and any other BCC detachable equipment with the AV unit where it is stored and turn off any battery operated equipment.

Do Not Under Any Circumstances Move Or Reposition The Auditorium Podium. It is not designed as a portable unit and damage will result if moved. To operate this equipment simply touch the screen on the topside of the podium. If you have any questions about operating the equipment prior to your program please contact the BCC or email jeff.s.king@vanderbilt.edu. This equipment is checked daily to assure proper function prior to use. Therefore, any organization utilizing the BCC audio/visual equipment resulting in damage to the unit will be charged for appropriate repairs. Any organization incurring a second damage charge will result in a one-semester ban from using the BCC facilities.

DELIVERY OF ADDITIONAL EQUIPMENT/FURNITURE AND OTHER SPECIFIC EVENT ITEMS

If you need additional chairs or tables for you BCC event please order these items from the University Plant Operations. **If you DO have arrangements for additional equipment to be delivered to the BCC this MUST be indicated in your request. The BCC will not accept or sign for equipment delivered to the center without prior notification.** Prior notification includes the time and date of the delivery, type of equipment/furniture to be delivered and the company name and contact number, if this is a delivery service outside University Plant Operations. The BCC staff may only sign for this equipment if prior notice is given and all details of the delivery are confirmed. Please see this section on the application form. If you order tables or chairs to be delivered to the BCC you must make arrangements for access to the building. If delivery or pickup is not scheduled during normal business hours, the BCC is not responsible for providing access to the facility to groups who have not prearranged for the doors to be open or do not have ID card swipe access. Once your event is complete your delivered items must be picked up as soon as possible. The BCC is not responsible for storing your equipment.

ROOM SET-UP & SPECIFIC SPACE POLICY

The auditorium (Room 118) default set-up is theater style. To avoid a set-up charge, please always return the auditorium to theater style seating after your program. In other BCC spaces please return chairs and tables to their original position. The Seminar Room (Room 101) is furnished with large, cushioned black leather conference chairs. These chairs should always remain in this room and are not to be moved to other areas of the center. The BCC does not supply tables or table covers, other than one table used for the reception area.

KITCHEN AND FOOD SERVICE SUPPORT

The two kitchen areas are for use by all groups and individuals in the center. However, every user must work together to keep the kitchens clean and safe. Each kitchen is equipped with a microwave over. However, only one kitchen has a full oven with stovetop burners. If you indicate on this form that you plan to use the kitchen space then you agree to make sure your group does not leave any unwashed dishes/utensils, no perishable items left exposed and that the kitchen is clean and sanitary before your event is complete. Be sure all electrical equipment including the oven, stovetop, microwave and any portable kitchen equipment are turned off when your program is completed. Any catering services from the University or outside vendors are the responsibility of the organization utilizing the space. Catering services can use the kitchen to heat and store food during your schedule event. However, the kitchen space must be clean and cleared immediately after the event is complete. Failure to do so will result in a cleaning charge.

ENTRY AND EXIT

All Vanderbilt University students should have ID cards that function to open the two main entry doors to the BCC. Organizations that do not have ID/swipe-card access to the BCC must make arrangements through the center's administrative staff to gain access to the facility for any planned programs. This must be arranged no less than five working days prior to the event. **Propping or jamming doors to stay open violates Vanderbilt University safety and security policy.** Any organization found in violation of these safety and security regulations will be suspended from using the center for a period of one semester.

PARKING

Parking is not permitted in front of the BCC. Please inform any attendees or public guest of the parking options available on campus or consult the Office of Traffic and Parking for parking procedures and guidelines.

•See Reverse Side•

POLICIES AND PROCEDURES AGREEMENT

**Bishop Joseph Johnson Black Cultural Center
ADMINISTRATIVE OFFICES
2301 Vanderbilt Place
Vanderbilt University, Nashville, TN 37235 · Ph. 615.322-2524 · Fax 615.343.4215 · www@vanderbilt.edu/bcc**

Note: The BCC Administrative Office is reserved for staff and student workers and is not available to organizations utilizing the center. Any copying, faxing, phone services, computer access and other administrative services must be obtained through normal university provided resources.

Signatures and Authorization Section

By signing this document the party(s) utilizing the Black Cultural Center facilities acknowledge reading and understand all policies and procedures regarding the use of all spaces, equipment and furniture. As the responsible party(s) representing the organization by completing this application I/we agree to all terms and conditions of this contract. I/we further understand that the BCC reserves the right to modify the terms of the agreement in the event of circumstances that may fall under the jurisdiction of Vanderbilt University current policies.

Organization Representative

Date

BCC Representative

Date

BCC ADMINISTRATIVE OFFICE

Jackie Grant

Phone: 615-322-2524

Fax: 615-343-4215

jacqueline.grant@vanderbilt.edu

www.vanderbilt.edu/bcc

AV Set-Up/Entry Exit

Jeff S. King

Associate Director, BCC

jeff.s.king@vanderbilt.edu

615-322-2524/343-9039

Off-Campus/Non Profit Activities

Courtney Caine

Community Outreach Coordinator

courtney.b.caine@vanderbilt.edu

Special Request

Frank Dobson, Jr.

Director, BCC

frank.dobson@vanderbilt.edu

615-322-2524

Bishop Joseph Johnson Black Cultural Center

R E S E R V A T I O N S

Today's Date: _____

Received By: _____

Reservation Confirmed and Sent Yes Initials _____

Reservation Updated Online Yes Initials _____

Form 1180 on file with BCC Yes Initials _____

Please print or type form clearly. Reservation applications must be received no later than 72 hours before requested event. Applications received less than 72 hours will be considered on a case-by-case basis.

Contact Information

Sponsoring Organization: _____

Organization Address: _____

Phone Number: _____ **Email:** _____

Person Responsible for Event: _____

Contact Person Phone: _____ **Email:** _____

Cell Phone or Emergency Contact Number: _____

Reservation Information

List space requested below: (See attachment for details on available space(s) and room numbers)

Event Date(s): _____

Start Time: _____ **AM or PM (Circle one)**

End Time: : _____ **AM or PM (Circle one)**

Comments:

Event Details

Title and brief description of event: _____

Number of people expected to attend: _____

Is this event open to the public? Yes No

Will food be served or catering provided? Yes No

Will kitchen facilities be utilized? Yes No

Will Audio/Visual equipment be needed? Yes No

Will additional tables/chairs and/or other equipment be delivered to the BCC for this event? Yes No

If Yes, please use the space below to indicate the company name (Plant Operations or any other on campus or private off campus company), phone number and contact name, time and date of the delivery, what is to be delivered, when it will be picked up and the specific organization representative name and phone number in charge of overseeing the delivery and pick-up. If your delivery and pick-up is during normal business hours you may request the BCC staff sign for your delivery. However, this courtesy does not make the BCC responsible for your equipment. If your delivery is outside normal business hours, you MUST make arrangements with the BCC to arrange off-hours access to the BCC for deliveries.

Will you need the BCC to sign for your delivery? Yes No

Company Name: _____ **Phone:** _____

This company will be delivering the following: _____
(Feel free to include or fax the order form to the BCC at 615-343-4215)

Organization Delivery Name and Phone Contact: _____

•See Reverse Side