

East Tennessee State University

Policy on Use of Campus Property and Facilities



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Policy on Use of Campus Property and Facilities

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

I. PURPOSE

East Tennessee State University (ETSU) regulates the use of its campus property and facilities in order to be consistent with the college mission and educational purpose through the implementation of reasonable, content/viewpoint neutral regulations. This policy, and all campus policies developed in compliance with the policy, shall be implemented and construed so as to ensure no undue disruption of that mission, promote an educational atmosphere on campus; prevent commercial exploitation of students; preserve residential tranquility, and prevent use of campus property and facilities contrary to federal, state or local law, regulation, or the rules and policies of The Board, the institutions, and schools.

In establishing this policy, and the related college policies, ETSU recognizes the importance to the educational process and environment for persons affiliated with the University including officially recognized student organizations and other groups to have reasonable access to, and use of, the educational facilities on campus, to hear various views. Simultaneously, ETSU also makes clear that its facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, ETSU does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with this policy and institutional policy and mission.

This policy conforms to TBR Policy No. 1:03:02:10, TBR Policy No. 1:03:02:50, TBR Guideline B-026. TBR Policy 3:01:01:00, Organizations and Policy 3:02:00:01 General regulations on Student Conduct.

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 student organization.
- D. "Non-Affiliated Entities" - any group, person, or organization which is not an "affiliated entity or individual". 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 who is not an "Affiliated Individual".
- G. "Request for Use of Campus Facilities" - the standard form used to request facility usage and related services.
- H. "Normal Educational Activities" - Activities that occur outside of the classroom to enhance and continue

student learning and project completion. They include, but are not limited to, the following: small group study sessions (whether organized by students, tutors, Supplemental Instructors or teachers), review sessions, open labs, student-teacher conferences and students working together on class projects.

- I. “Business Day” - Monday thru Friday 8:00 am - 4:30 pm excluding University observed holidays.
- J. “Reservable Areas” - the building areas and spaces to which this policy applies. Specifically campus areas identified for use as Reservable Areas and spaces identified within the following buildings:

Student Service Facilities

D. P. Culp University Center
Basler Center for Physical Activity

Academic Facilities – Extremely Limited Availability

Ball Hall	Brown Hall
Gilbreath Hall	Hutchison Hall
Mathes Hall	Nicks Hall
Rogers-Stout Hall	Warf-Pickle Hall
Wilson-Wallis Hall	Sherrod Library
Alexander Hall	

Athletic Facilities – Extremely Limited Availability

Brooks Memorial Hall
MSHA Athletic Center (Mini-Dome)
Betty Basler Softball Complex
Summers-Taylor Soccer Complex
Thomas Stadium
Athletic Practice Fields
Outdoor Tennis Courts

Exterior Campus Spaces

Amphitheatre
Pridewalk
Designated Areas within Sherrod Library Borchuck Plaza
Campus Center Quadrangle
Designated Parking Lots

No other buildings or areas are available for use. Generally, ETSU facilities are not open public forum areas.

III. ACCESS TO CAMPUS AND USE OF PROPERTY/FACILITIES

- A. Access to and use of campuses, facilities, and property of ETSU is restricted to the institution, institutional administration for official functions, Normal Educational Activities, Affiliated Individuals/entities, and invited or sponsored guests of the institution except as specifically provided by this policy, or when part or all of a campus, its buildings or facilities are open to the general public for a designated time and purpose, or when use by Non-Affiliated Entities or individuals has been granted or approved pursuant to the provisions of this policy.
- B. All persons on the campus, including faculty, staff, students, and guests, shall be subject to all rules and

regulations of the university and The Board 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 entities and individuals also apply to any and all Non-Affiliated Group or individual use.
- C. Sound amplification equipment may be used by entities, 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.
- E. The university has an established system in which affiliated entities and individuals are given priority in the use of property and facilities. This system is detailed in Appendix V.
- F. University Food Service is located in the D.P. Culp University Center. The Food Service Contractor is the exclusive supplier for all catering services over \$300.00 for events held within the D. P. Culp Center. University events and Affiliated Organizations holding catered campus events outside of the D. P. Culp Center are free to seek catering services from any licensed food service provider or restaurant. 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 and the institution receives a fair market rental value. Rental rates are based on the fair market value of providing the property, facilities, equipment, service used and includes 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 VII) with a minimum rental being charged. The university reserves the right to reduce or waive rental charges for such use depending upon the nature and extent of the proposed use. The university permits short term rental/lease agreements with affiliated/unaffiliated entities for use of campus property and facilities.
- H. Students, faculty, and staff acting independently of a recognized student organization or department may apply for use of facilities as an affiliated individual in accordance with these policies and procedures. Faculty and staff should submit their request, through their supervisor, to the appropriate Vice President (or his/her designee) for approval and then to the appropriate facility director. Students should submit their request to the appropriate facility director after obtaining the approval of the Vice President for Student Affairs (or his/her designee).

- I. All rental agreements between the university and Non-Affiliated Entities, or individuals will be processed and approved by the designated university officials. Such agreements shall not exceed four (4) months in length and may only be renewed or repeated after review to determine that such use does not conflict with an institutional need for the facility/space.
- J. The University may require Non-Affiliated Entities 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 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 liability insurance. The sponsoring organization must 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 users 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 entities, 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. Unaffiliated entities may have access to facilities or space when sponsored or invited by an affiliated entity under the following conditions. 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 (e.g., 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).

B. The University has designated two areas that may be used as a limited space for ad hoc meetings, rallies, protests, demonstrations by affiliated entities, and/or individuals. These areas may also be used by Non-Affiliated Entities, and/or individuals under the same regulations. The two areas identified for this purpose are (1) the Amphitheatre and upper Pridewalk lawn area and (2) designated areas within the Sherrod Library Borchuck Plaza, specifically excluding the Sherrod Library steps and the fountain structure. The time frame in which these areas are available is between 9:00 am and 3:00 pm daily. The same entity may use one of these areas up to four (4) times per four (4) week period. The university will consider the request for more than four (4) uses in a four (4) week period by Affiliated Groups and entities. If ETSU public safety determines that barriers are necessary for crowd control purposes, a sectioned off area may be created for the user.

C. Reservations Procedures:

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 Entities or individuals desiring use of campus property or facilities must submit a written "Request for Use of Facilities" form for the proposed activity at least five (5) Business Days in advance (excluding weekends and holidays) to the facilities Reservationist in the D. P. Culp University Center or other designated individuals. 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). The Vice President or her/his designees may approve applications for registration filed less than five (5) working days, twenty (20) days in the case of a speaker paid from institutional or school funds, before the event, if it is determined that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the application for registration. Approval of late applications shall be within the sole discretion of the Vice President of Student Affairs or his designee. The decision of such official will be final.

- (1) 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 five (5) Business Days prior to the proposed event date.
- (2) 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 by email to the Reservationist no less than four (3) Business Days prior to the event.

The Director of the facility has the right to assess the following sanctions for failure to notify:

- (a) The assessment of a room rental fee for the first offense during an academic term
- (b) The assessment of a room rental fee 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 four (3) Business Day cancellation deadline is not met.

- (3) Any "Request for 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 at 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.

- (4) In the event two or more "Request for 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 Use of Facilities" has been approved and confirmed, requests for the same date and facility will not be approved.
 - (5) 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. No assembly, meeting, demonstration or other activity will be authorized or permitted on any property or in any building or facility without a Request for Use of Facility. Any attempt to hold an assembly, meeting, demonstration or other activity without a valid, approved Request for Use of Facility form will result in participating individuals being asked to leave University property. D. P. Culp Center Staff will alert Public Safety regarding any unregistered, unruly, or non-compliant event. The offending participants will then be given formal notice of violation of facility policies, and will be directed to immediately leave campus. Participants who fail to immediately leave campus will be arrested for violation of T.C.A. §39-14-405, Criminal Trespass. Members of the campus community who fail to comply may additionally be referred to Student Affairs (students) or Human Resources (faculty and staff) for disciplinary action.

A request for use may be denied when any of the following occur:

- (1) The area or space has been previously reserved by another entity.
- (2) 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.
- (3) A determination is made that the requested use would be contrary to federal, state or local law or regulation, policies of The Board, or the policies of the University.
- (4) The applicant or sponsor of the activity has not provided accurate or complete information on the Request for Use of Facilities.
- (5) The applicant or sponsor of the activity has been responsible for violations of this policy 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.
- (6) Use of the property or facilities requested would be impossible due to set-up time and/or break-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, public safety, etc.) 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 alternate on-campus site, if available pursuant to these policies, shall be proposed by the university.
 - (9) The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members, or students, the damage or destruction, or seizure and subversion, of the institution's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors.
 - (10) The activity conflicts or would conflict with existing contractual obligations of the university.
 - (11) The facility or area requested has not been designated as available for the activity indicated.
 - (12) The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or area requested.
- E. Any group, organization or individual whose timely Request for Use of Facilities of the University is denied shall have the right to appeal that denial to the Vice President for Student Affairs 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) Business Days (excluding weekends and holidays) prior to the time of the proposed event. The decision shall be made at least four (3) days before the date of the event. Written notice of disapproval of the proposed use shall include the grounds for disapproval. Any denial of a request will be based solely on factors related to reasonable regulations in light of the university's mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. Notices will be delivered as expediently as possible, preferably via electronic means. It is the responsibility of the applicant to obtain written notice of approval/denial.

VI. PARTICULAR USES

A. Campus Guest Speakers

Where an application for use of facilities involves an outside speaker who is to be paid a total of fee and/or expenses in excess of \$2,500.00 from institutional funds, the request must be submitted at least (20) Business Days prior to the date of the proposed speaking engagement and processed in the normal procurement process. Student Organizations must work with the Student Organization Resource Center (SORC) for contract processing.

B. Literature Distribution or Sale

- (1) Affiliated and Non-Affiliated Entities, 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 Article V, C. 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 Entities or individuals required in Article V, C 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 other 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 programs, activities, or administrative functions of the institution.
- (d) Substantially impair the use of facilities or services 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 classrooms, libraries 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 or subject matter.

- (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 Director or his/her designee and policies of the university. No obscene literature or material shall be distributed on any property owned or used by the university.
- (6) 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 Entities, 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 Pridewalk area or the Sherrod Library Borchuck Plaza area. Other areas may be designated by the Vice President or his/her designee.

- (7) 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.
- (8) 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.
- (9) 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.
- (10) The university has the right to terminate the distribution or sale of literature by any group, organization or individual that violates any provision of this policy.
- (11) Any group, organization, or individual who's 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) Business Days (excluding weekends and holidays) prior to the time of the proposed sale or distribution. The decision of the President or his/her designee shall be made at least four (3) Business Days before the date of the proposed sale or distribution.

C. Solicitations

- (1) Except where 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 entities, or individuals for the purpose of raising funds to meet expenses of the group, organization or individual would not be considered "solicitation". The funds that are 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 Group's 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 entities or individuals; charitable organizations sponsored by the university or the State of Tennessee; or Non-Affiliated Entities 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 entities, 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 Article VI, E. of this policy.
- (5) Solicitation of dues and/or membership in an organization is permissible only by officially registered student organizations of the university.
- (6) Solicitations will be permitted only in those areas designated by the University pursuant to the conditions of Article VI, (E). Applications for registration of a solicitation may be denied for any of the reasons set forth in Article V, D. Persons engaged in solicitation shall comply with the provisions of VI, D. 1.
- (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; and 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.

D. 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 by non-affiliated, non-profit groups in locations on campus. Affiliated entities and individuals may also place advertising materials in designated locations.
- (2) The purchase of advertisements by Non-Affiliated Entities, or individuals in university publications is permitted.
- (3) Limited advertising by Non-Affiliated Entities, 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.

E. 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 in bulletin board policies established for specific building.

- (2) Bulletin boards may be designated for use by specific entities, or individuals, such as faculty, students, or student organizations. Those entities, 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 in question;
 - (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 any 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.

VII. 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 The Board policies for inspection by entities, 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.
- (3) The Basler Center for Physical Activities is responsible for receiving and processing "Requests for the Use BCPA Facilities" pursuant to this policy and will maintain a copy of the University and The Board policies for inspection by entities, and individuals. A copy of the policy will be made available upon request and payment of copying charges.

B. Sanctions

Sanctions for violations of institution and/or The Board 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 Reservations/Conference Office at least five (5) Business 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 The Board.

INSTRUCTIONS:

1. Obtain a Request for Use of Facilities form from the University Center Office or D. P. Culp University Center website. An inquiry regarding availability should be made at this time.
2. Complete the requested information and obtain the required signatures.
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: _____ Phone Number: _____ Email: _____
4. Check all applicable classifications:
Meeting _____ Conference _____ Political _____ Religious _____ Non-profit _____ Sales/Solicitation _____ Literature Distribution _____ Other _____
5. Activity is open to: Students _____ General Public _____ Faculty/Staff _____ All _____
6. Facility Requested: _____ Room: _____ Dates: _____
7. Check all that applies:
Food/Drinks _____ Housing _____ Security _____ Special Parking _____ Special Set-up _____ Audio/Visual equipment _____ Sales _____
8. Enter Details regarding your event such as the set-up and break-down, technical equipment needed, room placement, etc.:

9. FACILITY ACCESS TIME _____ EVENT START TIME _____ EVENT END TIME _____ FACILITY EXIT TIME _____
10. Number of people expected _____ Admission/Registration Fee? \$ _____ (Additional fees may be assessed for revenue producing events).
11. Additional information: various services and equipment may be available to you on a first-requested, first-served basis. Discuss your needs with the Reservations or Conference Office and you will be advised as to any costs involved for the event.
12. It is the responsibility of the person requesting use of facilities to verify usage approval. Approved reservations will receive a 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
MAILING ADDRESS/ETSU PO BOX	PHONE NUMBER	FAX
ADVISOR/DEAN/DIRECTOR SIGNATURE UPON REQUEST	PHONE NUMBER	FAX

FACILITIES REQUEST INSTRUCTIONS

For reservations of ACADEMIC FACILITIES, i.e., classrooms or class auditoriums for all campus-related events and your category is ETSU AFFILIATED INDIVIDUAL OR ORGANIZATION, please contact: Scheduling Supervisor – Registrar’s Office, phone extension number (423)439-6891.

For reservations of meeting, dining, and or surrounding outdoor areas of the D. P. Culp University Center for all individuals or organizations, please contact: Facility Reservations – D.P. Culp University Center, phone number (423)439-4342.

For reservations of Memorial Center (Mini-Dome), Memorial Hall (Brooks Gym), Athletic Outdoor Facilities, or any other campus facilities not mentioned above, please contact: Conference Services – D.P. Culp University Center Office (423)439-7103.

For reservations requesting facilities for Summer Camps and Conferences to be conducted on campus, please contact: Conference Office – D.P. Culp University Center, phone number (423)439-7103.

- A. Guest Speakers: Affiliated Individuals and affiliated entities who wish to invite a guest speaker or reserve space for an event other than a regular class session, normal activity, or college sponsored meeting must go through the regular facility reservation process. If the speaker(s) is to be paid, the normal contract approval process administered by the Procurement Office must be followed. Closed meetings of the organization are exempt from this requirement.
- B. 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. Availability and appropriate rental rates will be quoted by the reservationist.
- C. Food Service: ETSU contracted food service has exclusive rights to all food service supplied within the D. P. Culp University Center that exceeds a \$300.00 catering amount. Please discuss specific details with the University Center Food Service Contractor, phone number (423)439-5893. Placing an order with food services does not secure a room reservation. Final guarantees must be submitted no less than 48 hours prior to the event. No changes will be accepted less than 48 hours before the event.
- D. 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 five (5) Business Days before the event. Discuss your specific needs with the reservationist for a price quote.
- E. Rental Charges: Rental charges are payable upon receipt of an invoice. Prompt remittance will be appreciated.

APPLICANT CERTIFICATIONS

Applicant acknowledges that the university has copies available for review of The Boards “Policy on Use of Campus Property and Facilities”. 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:

1. The intended use of campus property and facilities by applicant does not **violate the provisions of The Boards “Policy on Use of Campus Property and Facilities”**. Applicant will not violate any policies or regulations of the university; federal, state or local law.
2. 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.
3. 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**. University approval is contingent upon applicant’s satisfactory completion of all financial and/or insurance obligations as may be required by ETSU.

Date Received: _____

Staff Initials: _____

REQUEST FOR USE OF FACILITIES – ETSU CAMPUS RECREATION – BASLER CENTER FOR PHYSICAL ACTIVITY
ETSU Campus Recreation | Box 70585 | Johnson City, TN 37614-1708 | (423)439-7980 | (423)439-7970 Fax

*** Request for Facilities form must be turned in at least 2 weeks (14 days) prior to event. ***

*** Form must be completely filled out with all sections answered or request will not be processed. ***

Sponsoring Group: _____ Event Date: _____ Event Day of Week: _____

Program Activity Title: _____ Number Attending: _____

ETSU Affiliation: Registered Student Organization* _____ Faculty/Staff _____ Department _____ Today's date: _____

*Student Groups must be registered w/ SORC

Reservation Beginning Time (include set-up): _____ am or pm Reservation Ending Time (include clean up): _____ am or pm

Event Start time: _____ am or pm

Event End Time: _____ am or pm

Detailed description of Event: (attach additional sheet as needed): _____

Event Sponsor* (individual to be present & responsible, must be a current ETSU student or employee): _____

E-mail: _____ E#: _____ Phone: _____

Pool/Lifeguard/Staff Rate: \$10/hour per staff needed

Campus Recreation reserves the right to determine the number of staffing needed for an event.

Area Requested (check all that apply):

For reservation form & information for the Basler Team Challenge & Aerial Adventure Course, please visit: www.etsu.edu/challenge

INDOOR FACILITIES: RESERVATION GO THROUGH JONATHAN SASSER (sasser@etsu.edu)

Court 1 Court 2 Court 3 Court 4 (Ct. 4 is an enclosed space) (2 courts is the max. a group can reserve)

Aerobics Studio Cycle Studio Yoga Studio Martial Arts Studio Racquetball Court

Pool (can only be reserved when pool is not open for lap/open swim)

Indoor Climbing Wall (Minimum age is 12, equipment & staff permitting)

BCPA Courtyard (Rain date _____ & Location _____)

Lobby Overhang Front of Building (Rain date _____ & Location _____)

Conference Room (holds up to 20 people)

Locker Rooms

Multipurpose Room (MPR) - check one: Full Room Half (with kitchenette)

• Maximum number of attendees for sit down events for ½ MPR = 90

• Maximum number of attendees for classroom type events for ½ MPR = 120

NOTE: CAMPUS RECREATION CAN PROVIDE UP TO 20 TABLES AND 120 CHAIRS, IF AVAILABLE.

OUTDOOR FACILITIES: RESERVATION GO THROUGH ADAM KNOBLOCH (knobloca@etsu.edu)

Campus Rec Field Complex – field with lights (Rain date _____ & Location _____) Field Lights needed Time on: _____

Field 1 (Synthetic Turf) Field 2 (Natural Grass) Both Fields

Field lining needed - Cost range is \$100-175/per field for one field lining. Note details in area set-up. Time off: _____

CPA Front Yard Field

Disc Golf Course (9 hole course – located @ SW Ave. & Treasure Ln. (Rain date _____)

Recreation Tennis Courts (# of courts requested _____) (Rain date _____)

Activity open to: Faculty/Staff Students only Other (specify) _____

Multipurpose Room set-up: Standard classroom Sit down event Other (specify) _____

of Tables (_____) # of Chairs (_____) _____

Area set up instructions: _____

Check all applicable applications: Meeting Conference Political Religious Non-profit

Sales Solicitation Club Other: (specify) _____

If activity involves any of the following, ask reservationist for details: Food/Drink through Sodexo**

Special Parking Security Other _____ Food/Drink NOT through Sodexo**

Equipment Rental: specify _____

Audio/Visual equipment*: _____

* A/V equipment is locked up, so unless checked off, patrons will not have access. Link to Sodexo: www.etsu.sodexomyway.com/

** All groups must follow University Food Services Catering Policies when serving food/drinks: www.etsu.edu/students/univcent/

Extra Event Requests: Work Order Request (must be submitted to Facilities Management by the Event Sponsor):

Recycle Bins Trash Cans Extra Tables* Extra Chairs* *Possible extra charge for delivery of chairs/tables-check with FM on cost.

BIRTHDAY POOL PARTY RATES-MUST BE AN ETSU STUDENT; STAFF; FACULTY: SATURDAYS & SUNDAYS: 2-4 PM ONLY

Pool (includes MPR or courtyard, if available): \$75 for 2 hours up to 25 people, \$10/hr. for each additional 1-25 people

-can add 1 Basketball Court: additional \$25 for up to 2 hours

REQUEST FOR USE OF FACILITIES – ETSU CAMPUS RECREATION – BASLER CENTER FOR PHYSICAL ACTIVITY
ETSU Campus Recreation | Box 70585 | Johnson City, TN 37614-1708 | (423)439-7980 | (423)439-7970 Fax
ETSU Campus Recreation and BCPA Reservation Policies*

- Facility requests and space reservations can only be made by ETSU affiliated organizations, for ETSU related events only; student groups/organizations must be registered with the SORC (www.etsu.edu/sorc). Individuals can only make reservations for birthday party package.
- If there are 6 or more people using a recreation space for an activity, excluding open/informal recreation where “pick-up” games occur, this is considered a group that needs to have an approved reservation in order to use the space.
- A valid ETSU I.D is required for admission into BCPA and for use of Campus Recreation facilities.
- For events open to non-ETSU individuals, a guest list must be provided to the reservationist at least 48 hours prior to the start of the event.
- Request for Facilities form must be turned in at least 2 weeks (14 days) prior to event, requests submitted less than 14 days prior to the event will be denied.
- Reservations must be cancelled in writing via email to the reservationist at least 48 hours prior to the reservation. Groups that do not comply with this policy may lose space privileges in the future.
- Non ETSU affiliated individuals and groups must request BCPA space through ETSU Camps & Conferences.
- Facility space requests must be made during normal BCPA operating hours, visit www.etsu.edu/rec to view the current hours; after hours requests depend on staffing availability & are subject to staffing fees
- Chairs and Tables may only be requested for the Multipurpose Room, Lobby, Basketball Courts and Court Yard.
- Up to 20 tables and 120 chairs can be provided by Campus Recreation, when available; if event requires more, speak with the reservationist.
- All trash, food, and messes must be properly cleaned up, by the event holders, by the conclusion of the approved reservation time. Any groups who do not comply may be assessed additional clean up fees and may lose space privileges in the future.
- Once your reservation has been confirmed, you cannot make last minute changes. If you need to change you must contact your reservationist within 7 days prior to event.
- Various services and equipment may be available to groups on a first come, first served basis. Discuss your needs with the Campus Recreation reservationist.
- For field reservations that need lines painted prior authorization is required; for an additional fee Campus Recreation staff will line fields.
- All requests for use of Campus Recreation facilities and equipment must be submitted on this form.
- Please do not advertise or promote any events until this request has received written approval. This form is a REQUEST. It does not guarantee that the facility or any services will be available or approved.
- The event sponsor will receive an email from the Campus Recreation reservationist within 3 business days of receiving the request.
- All groups must follow University Food Services Catering Policies when serving food/drinks: <http://www.etsu.edu/students/univcent/>
 - Sodexo is the exclusive supplier for all catering services over \$300 for ETSU events in the D. P. Culp Center. University departments and affiliated organizations holding catered campus events outside of the D. P. Culp University Center are free to seek catering services from any licensed food service provider or restaurant.
- Any damages incurred while using the Campus Recreation Departments facilities will result in a fine, replacement or cost of damaged items/repairs and possible suspension from using BCPA facilities in the future.
- Campus Recreation reserves the right to refuse any facility request for any reason.
- Request for facilities can be submitted up to 6 months in advance, however Campus Recreation reserves the right to hold requests until Campus Recreation programs have scheduled spaces.

*As the event sponsor I am aware that I am responsible for the event and the participants attending. I am aware that I must be present during the entire event, including set-up and clean-up, and I acknowledge that I have read the BCPA reservation policies and will abide by them. If Food/Drink served: I have read the University Food Services Catering polices and will abide by them.

Event Sponsor Print Name	Event Sponsor Signature	Date
--------------------------	-------------------------	------

For Office Use Only

Director of Campus Recreation Signature	Date
---	------

- Approved** **Total Fees (if applicable):** _____
- Disapproved** **Reason:** _____

Active Net: ___ **Date:** ___ **Payment:** ___ (if any) **Date:** ___ **Emailed to confirm:** ___ **Date:** ___

Issues: _____

Extra staff needed: _____

This form is required for all events by State Board of Regents Policy Number 3:02:02:00.



FACILITY USAGE APPROVAL

Immediate Attention Please!!

TO: Kinesiology, Leisure, and Sport Sciences
Intercollegiate Athletics

FROM: Conference Coordinator, D. P. Culp University Center

SUBJECT: Request for Use of:

DATE:

The attached request requires the authorization of the respective offices using the facility (ies) identified below:

Event Name: _____

Facility (ies) Requested: _____

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.

Kinesiology _____ Date _____

Intercollegiate Athletics _____ Date _____

University Center _____ Date _____

EXAMPLE OF COMPUTER GENERATED RESERVATION CONFORMATION FORM

East Tennessee State University P. O. Box 70692 Johnson City, TN 37614
423.439.4286
423.439.6825 (Fax)

Reservation Information

Event Date: 08-25-2016, Thursday
Reservation #: 0816-56
Title: Operations Meeting
Sponsor: university center Office
Event Time: 10:30 AM - 12:00 NOON

Location: U C Office Conference
Event: Meeting
Setup: None
Attendance: 6

Requested by: Lisa Booher
Address: Campus Box 70692
ETSU

on: 08-24-2016
Phone: 9-4342
Fax:

Food/Refreshment

Food:
Source:

Beverage:
Source:

Support

Av/Tech Items

Special Items

Remarks

Notes:

The Reservations office is open from 8:00am to 4:30pm Monday - Friday and the University Center Office is open at all times the building is open for operation. If you have questions or need assistance, contact to the University Center Office at 423-439-4286 or visit location which is on the 2nd level of the D. P. Culp University Center.

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 with a SEATED attendance of 100 or more will require an emergency evacuation announcement made by technicians on hand. For security, rooms with AV setups remain locked until guests request the room be opened, call 423-439-4286 for assistance. The 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 be present at events where a large attendance or protest is probable. A per hour, per officer fee will apply. Some exceptions may apply, confirm details with the Reservationist.

The University Center Food Service Contractor is the exclusive supplier for all catering services exceeding \$300.00 within the D. P. Culp University Center. Food cost under \$300.00 may be provided by an outside licensed food service provider or restaurant.

Requirements for not utilizing the Food Service Contractor:

If the facility user intends to seek an outside licensed food service provider or restaurant other than the ETSU Food Service Contractor for a food order under \$300.00, it must be relayed to the Facilities Reservationist at the time the reservation is made to go over the following:

Clean-Up: It will be the responsibility of the facility user to clean up after themselves which will include wiping down tables and taking all trash, left over food, boxes, etc. to the large dumpsters located outside the loading dock area behind the Marketplace Cafeteria. The University Center Office will be happy to provide a rolling trash can, liners and cleaning supplies for this purpose as no trash shall be placed in the trash receptacles inside the building. These items may be checked out from the University Center Office prior to the event and returned to the University Center Office once the event is over and the reserved facility is appropriately cleaned.

Clean-Up Fee: Failure to properly clean the room will result in the facility user being charged a clean-up fee. Keep in mind that a facility user utilizing Sodexo for their catering needs will not be responsible for room clean up and trash removal.

Questions:

For any questions you may have concerning policy, contact the University Center Reservationist, Lisa Booher at 423-439-4342.

The East Tennessee Room is our most exclusive room and is furnished with large/heavy wooden tables. The furniture set up in this room CANNOT be changed by the user as the table legs are easily damaged. The room will be used as is - 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.



East Tennessee State University

P. O. Box 70692
Johnson City, TN 37614
423.439.4286
423.439.6825 (Fax)



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.

Seating accommodations for the disabled within the D. P. Culp University Center do not require advanced arrangements through Disability Services as any designated disability seating will be used solely for the disabled purpose and may not be held, reserved or blocked in any other manner.

To assure the best possible service please provide your catering order, audio/visual needs and set-up arrangements to the Reservationist no later than 5 working days prior to event. The Food Service Contractor will be prepared to serve 5% over the guaranteed number. Equipment and food cancellations must be received 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 those services.

Signature _____ Date _____

PLEASE SIGN AND RETURN A COPY IMMEDIATELY, RETAIN A COPY FOR YOUR FILES.

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, as detailed in the REQUEST FOR USE OF FACILITIES FORM submitted by _____.

1. _____ Desires to rent _____ for _____ 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 on 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 excepted.
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 operating hours are charged at the rate of \$ _____ 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 two (2) working days 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.

EAST TENNESSEE STATE UNIVERSITY
RENTAL AGREEMENT – PAGE 2

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.

		Invoice Number <u> # </u>
ETSU Representative (Lessor)	Date	

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 the 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

Appendix III

Amplified Voice/Music Notification Forms

EAST TN STATE UNIVERSITY
Form for Amplified Music in the Quad/Amphitheater/Pridewalk/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 an event which will consist of amplified sound in one or more of the following areas:

_____Quad _____Amphitheater _____Pridewalk _____Borchuck Plaza

_____ is responsible for obtaining all the required signatures listed in the spaces below. Sound decibel cannot exceed 91 on a decibel meter for events lasting no more than 2 hours.

Signed: _____ Date: _____

Building Coordinators please read and sign:

By providing your signature below, you are acknowledging the amplified sound event scheduled in the location checked above and will be responsible for communicating with all faculty and staff in your building of the event date and time.

Signatures for The Quad:

Campus Center Building: _____ Date: _____

Sam Wilson Hall: _____ Date: _____

Memorial Hall (Brooks Gym): _____ Date: _____

Ball Hall: _____ Date: _____

Signatures for the Amphitheater and Pridewalk:

Campus Center Building: _____ Date: _____

Roy S. Nicks Hall: _____ Date: _____

SORC: _____ Date: _____

Signatures for Borchuck:

Sherrod Library: _____ Date: _____

Rogers-Stout Hall: _____ Date: _____

Carroll Reece Museum: _____ Date: _____

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

REVISED 04/2017

EAST TN STATE UNIVERSITY
Form for Amplified Music for Events Inside D.P. Culp Center Areas

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 an event which will consist of amplified sound in one or more of the following areas:

____ 2nd floor Atrium Food Court ____ Ballroom Right ____ Ballroom Left

_____ is responsible for obtaining all the required signatures listed in the spaces below. Sound decibel cannot exceed 91 on a decibel meter for events lasting no more than 2 hours.

Signed: _____ Date: _____

Culp Center Department Liaison please read and sign:

By providing your signature below, you are acknowledging the amplified sound event scheduled in the location checked above and will be responsible for communicating with all faculty and staff in your department the event date and time.

Signatures for Ballroom Right and Ballroom Left:

TRIO/Student Support Services: _____ Date: _____

Student Affairs: _____ Date: _____

Counseling Center: _____ Date: _____

Signatures for Second Floor Atrium Food Court:

ARC: _____ Date: _____

University Bookstore: _____ Date: _____

ID Bucs Office: _____ Date: _____

Buc Mart/Atrium Food Court (Food Service Dept.): _____ Date: _____

Multi-Cultural Center: _____ Date: _____

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

REVISED 04/2017

Appendix IV
Priority for Facility Use

Priority for Facility Use

1. D. P. Culp University Center:

Included in this area are all facilities held within the Culp Center as well as outdoor areas associated with the Culp Center. Priority for the use of this area is as follows:

- A. Buctainment programs
- B. ETSU registered student organizations
- C. ETSU academic departments
- D. Affiliated administrative organizations
- E. Activities co-sponsored by affiliated organizations and external groups
- F. Non-Affiliated Organizations
- G. Non-Affiliated Individuals

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, Soccer Fields, Outdoor Athletic Areas (Baseball Field, Softball Field, Track, Tennis Courts, Practice Fields, etc.). Priority for the use of these areas shall be as follows:

- A. Scheduled Kinesiology, Leisure and Sport Sciences (KLSS) classes and Intercollegiate Athletic events and practices as jointly scheduled by the chairman of the KLSS Department and the Athletic Director.
- B. University High athletic events and practices
- C. ETSU registered student groups
- D. Non-Affiliated Organizations.

4. Basler Center for Physical Activity:

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

- A. Currently registered ETSU students
- B. Full-time ETSU employees
- C. Spouses/domestic partners and dependent children of ETSU students (fee applies)
- D. Spouses/domestic partners and dependent children of ETSU employees (fee applies)
- E. Paid part-time staff/adjunct professors of ETSU (fee applies)
- F. Paid part-time staff/adjunct professors spouses/domestic partners and dependent children of ETSU (fee applies)
- G. Special events, summer camps and conferences, coordinated through ETSU Camps & Conferences, with the approval of the Director of Campus Recreation (fee applies)
- H. Non-Affiliated Groups and individuals, coordinated through ETSU Camps & Conferences, with the approval of the Director of Campus Recreation (fee applies)

Appendix V
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 with any licensed food service caterer for all catering services under \$300.00 for events held within the D. P. Culp Center. Catering services for food items over \$300 within the D. P. Culp Center must utilize the Food Service Contractor. University events and Affiliated Organizations holding catered campus events outside of the D. P. Culp Center are free to seek catering services from any licensed food service provider or restaurant. Purchase requisitions must be processed in the normal manner to expend these funds.

For catered events under \$300 when utilizing an outside vendor, the event sponsor 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. It will not be the responsibility of ETSU custodial services. In these instances the University Food Service contractor will not be expected to provide any services. Failure to clean up properly will result in fees.

**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 outdoor facilities directly associated with the D. P. Culp University Center:

The University Food Service contractor should be given the opportunity to donate like items. Details of requested food items must be presented to the Food Service Director. 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 Reservationist of the University Center Office and 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 staff of the D. P. Culp University Center five (5) Business Days prior to the scheduled event for consideration.

If the donation has been approved, the event sponsors will need to make appropriate arrangements for the necessary food 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. Failure to clean up properly after the event will result in a clean-up fee. Donated food items may not be used in conjunction with events scheduled in food service dedicated areas (i.e. Atrium and Market Place) 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.

IN OTHER UNIVERSITY FACILITIES

In the instance of donated food items for campus university related events:

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. 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 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 VI
Facility Usage Fee Schedules

**EAST TENNESSEE STATE UNIVERSITY
D. P. CULP UNIVERSITY CENTER
Facility Usage Fee Schedule**

4/2017

Facility	University Affiliated *	State Agency, 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
Alumni Gallery Lobby	None	50.00	100.00
1 st Floor Upper Lobby	None	50.00	100.00
Level 2 Atrium Lobby, Level 3 Atrium Lobby	None	50.00	100.00
M. P. Entrance	None	50.00	100.00
Booths # 1, 2, 3 & 4	None	50.00	100.00
East Tennessee Room	None	100.00	200.00
Forum	None	100.00	200.00
Media Rooms # 1, 2, 3	None	50.00	100.00
Meeting Rooms # 1, 2, 3, 6 **	None	75.00	150.00
Meeting Rooms# 4A, 4B, & Buc Conference	None	50.00	100.00
Dining Room # 2**	None	75.00	150.00
Dining Rooms # 1, 3 **	None	50.00	100.00
SORC Patio Right, SORC Patio Left **	None	50.00	100.00
Cave *	None	100.00	200.00
Cave Patio, Lower Cave Patio ** *	None	50.00	100.00
Atrium Food Court ***	None	50.00	100.00
Amphitheater *	None	100.00	200.00
Borchuck Plaza	None	100.00	200.00
Quad *	None	100.00	200.00

* Income producing events will be assessed a labor charge.

** 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.

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

Usage by private (non-University employed) individuals will be treated as a Non-Affiliated, for 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 may have negotiated usage fees.

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

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 *****	State Agency, Non-Univ. – Affiliated Non-Profit	Non/Univ. – Affiliated For-Profit
Mics in Areas w/ House Sound -1 (wired) Each additional mic	None None	None 10.00	None 15.00
Wireless Mic or Lapel *	None	30.00	60.00
Portable Sound System & 1 mic *	None	50.00	100.00
Each additional mic	None	10.00	15.00
Clear Coms	None	10.00	15.00
Amplified Podium *	None	50.00	100.00
Personal Sound System	None	25.00	50.00
Floor Podium	None	15.00	30.00
Staging Units	None	20.00	30.00
Pianos: -Baby Grand -Upright - Tuning (fee based on actual cost)	None None Private Vendor	50.00 None Private Vendor	100.00 None Private Vendor
DVD Player	None	5.00	10.00
Multimedia Projector	None	75.00	125.00
Portable White Board *	None	1.00	15.00
Judges Table	None	10.00	15.00

AUDIO VISUAL SERVICES & EQUIPMENT
Fee Schedule (continued)

Service/Equipment	University Affiliated *****	State Agency, Non-Univ. Affiliated Non-Profit	Non-Univ. – Affiliated For-Profit
Laptop Computer	None	50.00	100.00
46" TV *	None	25.00	50.00
Projection Screens	None	20.00	30.00
- Regular Tripod 6X8	None	25.00	50.00
- Front Projector (Cave) 12X12	None	75.00	100.00
- Fast Fold (Aud.) 14X16	None	10.00	20.00
Boom Box	None	5.00	10.00
Telephone ****	None	10.00	40.00
Conference phone * ****	None	20.00	25.00
Flip Chart Stand With Paper	15.00	5.00	10.00
Quad Box	None	5.00/20%	20.00/20%
Exhibit Hall	5.00/20%	15.00/20%	7.00/20%
Tables	3.00/20%	5.00/20%	7.00/20%
Chairs	3.00/20%	5.00/20%	7.00/20%
Power	No charge unless vendor is charged to participate	No charge unless vendor is charged to participate	No charge unless vendor is charged to participate

- 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.
- Audio/Visual Technician (with a labor charge) may be required.

* Limited Availability

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

***** Income producing events will be assessed a labor 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 ****	State Agency, 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.

* 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.

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

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

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.

**UNIVERSITY FACILITIES OUTSIDE THE
D. P. CULP UNIVERSITY CENTER
Facility Usage Fee Schedule**

Facility	University Affiliated *	State Agency, Non-Univ. – Affiliated, Non-Profit *	Non-Univ. – Affiliated, For-Profit *
Brook's Gym *** Upper Gym Lower Gym	None None	150.00 75.00	300.00 150.00
Alexander Hall (Univ. School) Gym *** Classrooms	None None	75.00 50.00	150.00 100.00
Bud Frank Theater (Gilbreath Hall)* ***	None	250.00	500.00
Carillon Area	None	Not Available	Not Available
Academic Classroom *** Alexander Hall Ball Hall Brown Hall Gilbreath Hall Hutchison Hall Mathes Hall Nicks Hall Rogers-Stout Hall Sherrod Library Warf-Pickle Hall Wilson-Wallis Hall MSHA Center	None	50.00	100.00
Academic Auditorium *** (no AV equipment) Brown Hall, Ball Hall, Mathes Hall, Rogers-Stout Hall	None	250.00	500.00
MiniDome * ** *** Arena Foundation sponsored events	None None	750.00 per day 5,000.00 per day	1500.00 per day
Athletic Practice Fields *** Each Field	None	100.00	150.00
Outdoor Tennis Courts	Not Available	75.00 per day or 10/hr.	150.00 per day or 15.00 hr.
Thomas Baseball Stadium	Not Available	300.00 per day	450.00 per day
Betty Basler Softball Complex	Not Available	300.00 per day	450.00 per day
Summers-Taylor Soccer Complex	Not Available	500.00 per day	750.00 per day
Parking Lots #9, 12A, 22A, 35	None	100.00@	150.00@

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

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

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 Asst. Vice President for University Center.

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
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

BCPA Facilities Use Fees		ETSU affiliated camps and ETSU organizations & departments holding revenue generating events		Groups, businesses & campus not affiliated with ETSU	
Effective September 15, 2015		Month Rates*	Day Use Rates*	Month Rates**	Day Use Rates**
Pool	Pool reservation and lifeguard	\$120/hr per 25 people	4+ hours of use	\$300/hr for 1-25 people \$150/hr each add 25 ppl	4+ hours of use
1 Basketball Court	Use of one court space Additional court time	\$100/hr first hour \$100/hr each add hour	\$200/day per court reserved	\$250/hr first hour \$150/hr each add hour	\$275/day per court reserved
1 Basketball Court	Use of two courts Additional court time	\$180/hr first hour \$150/hr each add hour	\$375/day for 2 courts	\$400/hr first hour \$250/hr each add hour	\$400/day for 2 courts
Off-Campus Fields	Use of field space Additional field time Use of field lights	\$40/hr per field first hour \$15/hr per field add hr \$100/hr per field for lights	\$125/day per field reserved \$100/hr per field for lights	\$50/hr per field first hour \$50/hr per field add hr \$100/hr per field for lights	\$125/day per field reserved \$100/hr per field for lights
Full size or fitness studio	Use of room space Additional time	\$90/hr for the first hour \$10/hr each add hour	\$90/day	\$55/hr for the first hour \$15/hr each add hour	\$80/day
Wing - 1/2 with Wash & Concessions	Use of room space Additional time	\$100/hr for first hour \$10/hr each add hour	\$100/day	\$25/hr for first hour \$15/hr each add hour	\$75/day
Wing - 1/2 without Wash & Concessions	Use of room space Additional time	\$115/hr for first hour \$10/hr each add hour	\$45/day	\$30/hr for first hour \$15/hr each add hour	\$45/day
Recreational Courts	Use of court	\$100 per court	\$200/day per court	\$150 per court	\$275/day per court
Off-Campus or (located on Southeast Ave. & Village Ln)	Use of court/yard area	\$100/hr	\$50/day	\$100/hr	\$275/day
One Golf Course (located on Southeast Ave. & Village Ln)	Exclusive use of 9 hole course	\$100/hr first hour \$100/hr each add hour *which are not included	\$600/day	\$200 per hour \$20 each additional hour	\$800/day
Tennis Courts	Use of recreational tennis courts	\$100/hr for 1 court, \$50/hr as additional \$80/hr for 2 courts, \$150/hr as add hr \$40/hr for 6 courts, \$25/hr as add hr \$200/hr for lights (independent of a court)	\$500/day for 1 court \$600/day for 2 courts \$700/day for 3 courts	\$150/hr for 1 court, \$100/hr as add hr \$450/hr for 2 courts, \$125/hr as add hr \$200/hr for 6 courts, \$250/hr as add hr \$200/hr for lights (independent of a court)	\$400/day for 1 court \$460/day for 2 courts \$800/day for 3 courts
Field Computer	Use of field space	\$500/hr* per field first hour	\$125/day per field reserved \$100/hr per hour per staff required	\$900/hr* per field first hour	\$125/day per field reserved \$100/hr per hour per staff required
Tennis include use of facility, insurance, US requests for sign to add additional and financial insurance at a rate of 100%	Additional field time Use of field lights	\$150/hr per field add hr \$100/hr per field for lights	\$50/hr per field for lights	\$450/hr* per field add hr \$100/hr per field for lights	\$50/hr per field for lights
Fields Reserved for Booking	Request must be made on reservation form	\$1000	\$1000	\$1000	\$1000

For reservation requests made within two weeks prior are able to be accommodated there will be a \$50 late fee \$50 to Campus Recreation will be assisted for ETSU affiliated campus groups and a \$500 late fee \$50 to Campus & Conferences, \$50 to Campus Recreation will be assisted for groups not affiliated with ETSU.

*Cancellations must be made in writing 10 business days prior to reservation in order not to be charged full cost, a \$50 cancellation fee per reservation will be assessed (\$15 to Campus & Conferences, \$25 to Campus Recreation). Cancellations not made at least 10 business days prior to the reservation will be assessed the full cost. Additional Campus & Conferences policies, deadlines and fees may apply - review the contractual agreement for more details.

**Cancellations must be made in writing 10 business days prior to reservation in order not to be charged full cost, a \$100 cancellation fee per reservation will be assessed (\$50 to Campus & Conferences, \$50 to Campus Recreation). Cancellations not made at least 10 business days prior to the reservation will be assessed the full cost. Additional Campus & Conferences policies, deadlines and fees may apply - review the contractual agreement for more details.

Fee	ETSU Campus Recreation		
Schedule #	ETSU Campus Recreation Group Rates for Team Building & the new Basler Challenge Course Fees to go into effect when the new Basler Challenge Course opens in 2016		
Class A	Propose rates for ETSU Student Groups, Departments, & Classes: 1. Team Building Program (with portable props, no challenge course elements) 2. Low Elements Challenge Course program 3. Challenge Course program including a sequence of high elements course (multi-level challenge course, climbing/rappelling tower, or zip lines)*	Up to 2 hours Free of charge (90 minutes max.) \$5 per person (\$50 group min.) \$8 per person (\$80 group min.)	1/2 day program (up to 4 hours) N/A \$8 per person (\$80 group min.) \$10 per person (\$100 group min.)
Class B	Proposed rates for ETSU affiliated camps and non-profit groups: 1. Team Building Program (with portable props, no challenge course elements) 2. Low Elements Challenge Course program 3. Challenge Course program including a sequence of high elements course (multi-level challenge course, climbing/rappelling tower, or zip lines)*	\$8 per person (\$80 group min.) \$12 per person (\$120 group min.) \$16 per person (\$160 group min.)	N/A \$16 per person (\$160 group min.) \$20 per person (\$200 group min.)
Class C	Proposed rates for non-ETSU Groups & Corporate Groups: 1. Team Building Program (with portable props, no challenge course elements) 2. Low Elements Challenge Course program 3. Challenge Course program including a sequence of high elements course (multi-level challenge course, climbing/rappelling tower, or zip lines)*	\$10 per person (\$100 group min.) \$18 per person (\$180 group min.) \$22 per person (\$220 group min.)	N/A \$22 per person (\$220 group min.) \$30 per person (\$300 group min.)
	*Can include select low elements; with 2 hour block time staff reserves right to limit group 1 high element		
	Additional Information: if scheduled on BCC and move indoors due to inclement weather, fees may apply if over 90 minutes. Groups must submit payment for the program; no individual payments will be accepted. ETSU Student Groups, Departments, & Classes will reserve space via the Basler Challenge course reservation form. Camps and non-ETSU groups wishing to use the BCC will be processed through ETSU Camps & Conferences. Groups of over 40 people will require additional planning to accommodate - contact ETSU Outdoor Adventure. ETSU Outdoor Adventure will make final determination if a group size is too large to accommodate. Payment and group number must be submitted 3 business days prior to the session date. Payment methods available - Transfer funds, or check, cash at CPA Member Services; credit card online.		

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. It is the responsibility of the sponsoring organization to disclose when space is being resold.

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 VII
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 store, and supplies in the area, 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 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 (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. 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 sales then the group will make up the difference with a payment directly to the food service. If the group does not desire the food service area to even operate, then the group will need to pay the guarantee, which represents missed business revenue 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. 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 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 University Center Reservation Office in accordance with the established reservations policies (please see 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 five (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 to the D. P. Culp University Center Reservation Office no less than five (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 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 the food service contractor.
- ❖ Student users will be expected to assist in any unique setups requested in the area.
- ❖ All food and drink items 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 University Center Reservationist no less than five (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 '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 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. Please see attached Estimated Fee Schedule below.

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 @ \$20.00 per hour = \$80.00

Total Estimated Charge to Student Affairs - \$240.00

Appendix VIII

Specific Campus Center Quadrangle Policies

USAGE OF THE CAMPUS CENTER QUADRANGLE

The Campus Center Quadrangle was developed (June 2012) to improve pedestrian safety and provide outdoor areas for daily use and enjoyment by the students, faculty, and staff. To that end, the following policy is meant to facilitate the use of the Campus Center Green Space and provide a means to request access for special events or uses:

1. Informal utilization of the area is encouraged. Amenities for casual meetings, lunch, coffee, etc. are planned for the area. The University Policy on catering activities on campus includes this area.
2. Formal activities proposed for the area including displays, events, classes, etc. should be submitted for prior approval with a recommended two (2) week lead time with a 5 day minimum. The ETSU Request for Use of Facilities form found on the D. P. University Center Culp website should be completed and submitted as indicated: <http://www.etsu.edu/students/univcent/policies/documentsandforms.aspx>.
3. Access to the area by any motorized vehicles other than emergency vehicles will be limited to 10 p.m. until 7 a.m. with prior approval. A request for access to the area by vehicles during these times must be approved in advance by submitting a work order from the Facilities website: <http://tma.etsu.edu/home.html> or by calling 439-7900 and placing a work order. Both reoccurring and one time access requests will be considered. Exceptions for vehicular access other than the 10 p.m. – 7 a.m. time frame are discouraged but will be considered as a special request.