

**ALABAMA STATE UNIVERSITY**  
**DEPARTMENT OF OPERATIONS AND EVENT MANAGEMENT**



# **EVENT SPACE POLICY MANUAL**

Alabama State University Dunn-Oliver Acadome  
Department of Operations and Event Management  
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## **USE OF UNIVERSITY PREMISES AND FACILITIES**

All meetings, events or activities utilizing university premises or facilities shall be scheduled in accordance with the policies and procedures set forth in this policy manual. It is the intent of these procedures to encourage optional use of university premises and facilities in the furtherance of the University's educational and public service mission without jeopardizing the overall conditions or safety of these premises and facilities or its users. It is not the intent, however, that either individuals or organizations use the university's premises and facilities for private gain or non-mission related purposes.

In developing these regulations, no attempt has been made to foresee all potential types of usage that may be requested. Therefore, authority to make exceptions to these regulations are reserved by the Executive Director of Operations and Event Management.

## ELIGIBILITY

- A. The Executive Director has responsibility for scheduling events and activities in all campus facilities or spaces on campus, maintaining a master calendar of events, coordinating use of the common areas, and coordinating event services for facility usage. The Department of Operations and Event Management must be notified of all activities involving use of facilities, regardless of the location of the proposed activity or activities on campus. The department must also be notified of events and activities that will be held virtually that may need the use of a facility or space on campus for filming (i.e. live, pre-recorded, etc.)
  
- B. The University limits the use of its premises and facilities to events and activities scheduled in accordance with provisions of this operating policies manual. No contractual commitment involving university facilities may be made until an approved Event Request Form has been obtained and signed by the Facility Official, Student Affairs, Public Safety and approved by Operations and Event Management, as appropriate.
  
- C. Subject to availability, an event or activity may be scheduled in the University's facilities if sponsored by any of the following:
  - 1. Alabama State University through its academic and administrative units and recognized student organizations;
  - 2. Other agencies of government;
  - 3. Civic, charitable community non-profit organizations;
  - 4. Non-University individual, groups, associations or corporations;
  
- D. All requests for events to be held in campus facilities must meet the following conditions:
  - 1. Circumstances of the event are appropriate for and suited to the size, structure and purpose of the facility. There must be good reason to expect that the proposed event will attract the number of participants or spectators appropriate to seating capacity or that it will require the special capabilities of the facility, otherwise not available on campus. These determinations are made by the Director.
  - 2. The sponsoring organization assumes responsibility for the applicable fees and charges associated with holding an event in the facility.
  - 3. An event may be refused if it is of such character or would occur at such a time that it would interfere or cause undue conflict with another event scheduled for the facility or with another major university activity. In the case of potential conflict, the Director will consider the degree of interference the proposed event may present and may refuse an application for the use of the facility if it is judged to cause undue conflict with another.

- E. In order to allow ample time to accomplish any necessary review and approval procedures, requests should be filed at least four weeks prior to event. The Department of Operations and Event Management shall have the right to refuse the requests not submitted within the above time limits if it appears the proper review and clearance procedures cannot be satisfactorily accomplished.
  
- F. No spaces can be allocated to a designated party for longer than a semester. Once the semester has ended, another request form is required to reserve the facility and/or space. No organization or department can lease or request a designated space for consecutive days for an entire semester.

# FACILITY USAGE GUIDELINES

## **CONFIRMATION POLICY**

The Department of Operations and Event Management shall have the right to refuse forms not submitted within 4 weeks if the proper review, planning and clearance procedures cannot be satisfactorily accomplished. Operations and Event Management reserves the right to substitute other facilities whenever deemed to be in the best interest of the university or as necessary by circumstances.

## **CANCELLATIONS/NO SHOW POLICY**

To ensure that facilities/space is properly used and available for campus users, all groups must cancel their reservation at least 72 hours/1 week prior to the reservation date. Groups who fail to cancel their reserved space or do not show up for their reservation two or more times risk temporarily losing their reservation privileges.

## **SECURITY**

The university reserves the right to require that University Department of Public Safety officers be present at the event at the expense of the reserving group.

## **FOOD, BEVERAGES and/or LINENS**

The University's food provider, Aramark, Inc. is the only catering services allowed on campus. All food, beverages and linen must be coordinated through them. All orders must be placed at [www.alabamastate.catertrax.com](http://www.alabamastate.catertrax.com)

## **SET-UP**

All final facility set-up requirements, plans and ideas must be provided to the department of Operations and Event Management within 7 days of the event. Set-up details to include, equipment set-ups (chairs, tables, staging, etc.), support services (technical support) and any other information that may be required for a successful presentation of the event. *Failure to present any event requirements may result in equipment and services being unavailable.* To discuss all event requirements, you may contact our office at 334-229-4529.

## **DECORATIONS:**

Hanging or taping materials on ceilings and walls is prohibited. No changes/modifications may be made to any room and/or space. All items, such as props and/or decorations must be removed from the area immediately after the event.

## **DAMAGES**

All groups will be charged for all damages to the facility, which occur during their use, and also for clean-up which exceeds normal use. All trash must be removed at completion of the event. Additional clean-up fees will be charged when needed.

## **TICKETING/ADMISSION**

All ticketing, ticket distribution or collection of admission for events held on campus is the sole responsibility of the Office of Auxiliary Services. Event Sponsors will be charged for all ticket box office operations fees, such as ticket takers, ticket sellers, credit card processing fees, ticket printing fees, to the extent applicable. For more information, contact the ASU Ticket Manager at 334-229-4222.

## **FEES**

Non-university organizations or non-university related events will be responsible for rental fees. University organizations are not normally charged a rental fee for functionally related use of the facility. However, both university and non-university groups are subject to applicable fees for services and labor incurred by the university for presentation of event (i.e. event set-up, technical support staff, custodians, ushers, security, event staff, insurance, etc.).

## **ANNOUNCEMENT**

A written confirmation received from the Department of Operations and Event Management must be received prior to any advertising or public announcement of event.

## **RESPONSIBILITIES OF SCHEDULING GROUPS**

The advisor/event sponsor (or his/her designee) must be on site throughout the reservation and will be held responsible for the conduct of all members of the group while using university facilities. It is the responsibility of each group reserving the facility to be aware of all rules and regulations regarding scheduling of facilities. Recognized student organizations must follow all policies, procedures and regulations that have been set-forth by the Department of Student Affairs.

## **VENDORS**

The sale of souvenir and novelty items by event sponsors and others, is permitted in designated areas only, which the vendor must lease space at a rate of \$200.

## **INSURANCE**

All external events that take place on the campus of Alabama State University MUST purchase insurance from K & K Insurance. K&K Insurance has an avenue for short-term special event coverage for those individuals and or organizations who need insurance and desire to host their event at Alabama State University. Any event with an anticipated attendance over 3,000, please contact K&K Insurance at 1-800-328-2317. All documentation must be received in our office 72 hours prior to the event.