

TABLE OF CONTENTS

ARTICLE I. GENERAL POLICIES..... Error! Bookmark not defined.

ARTICLE II. PROHIBITED ACTIVITIES Error! Bookmark not defined.

ARTICLE III. MEANS OF EGRESS..... Error! Bookmark not defined.

ARTICLE IV. AMUSEMENT MACHINES AND VENDING..... Error! Bookmark not defined.

ARTICLE V. COPISERV/CARD-READING COPY MACHINE..... Error! Bookmark not defined.

ARTICLE VI. MENDENHALL STUDENT CENTER POSTING POLICY..... **7**

ARTICLE VII. MSC RECREATION AREAS **8**

ARTICLE VIII. SECURITY **11**

ARTICLE IX. FOOD, BEVERAGES, AND/OR LINENS **11**

ARTICLE X. DECORATIONS..... **11**

ARTICLE XI. RESPONSIBILITIES OF SPONSORING ORGANIZATIONS **11**

ARTICLE XII. DAMAGES **11**

Article XIII. EVENT PLANNING & CONFERENCE SERVICES OFFICE **13**

 SECTION I. METHODS OF REQUESTING SPACE 13

 SECTION II. WHO MAY RESERVE AVAILABLE SPACES 13

 SECTION III. WEBVIEWER..... 13

 SECTION IV. RESERVATION OF SPACE BY STUDENT ORGANIZATIONS 13

 SECTION V. EVENT DETAILS..... 14

 SECTION VI. PAYMENT FOR EVENT CHARGES (ROOM USAGE, EQUIPMENT OR LABOR) 14

 SECTION VII. TIME LENGTH OF WEEKLY RESERVATIONS..... 15

 SECTION VIII. ACCESS TO FACILITY 15

 SECTION IX. EVENT PLANNING MEETINGS 15

 SECTION X. RESERVATION DEADLINES..... 15

 SECTION XI. PAYMENT DEADLINES 15

ARTICLE XIV. CANCELLATION/NO SHOW POLICY..... **17**

ARTICLE XV. AUDIO-VISUAL SERVICES..... **18**

ARTICLE XVI. BANDSHELL USE **18**

ARTICLE XVII. EVENT PARKING **19**

ARTICLE XVIII. HENDRIX THEATRE..... **20**

ARTICLE XIX. GALLERY **21**

ARTICLE XX. MENDENHALL STUDENT CENTER’S HOURS OF OPERATION **21**

ARTICLE XXI. EARLY OPENINGS/LATE CLOSINGS..... **21**

ARTICLE XXII. FOOD AND BEVERAGE OPTIONS **22**

ARTICLE XXIII. SPECIAL EVENT & FOOD SAFETY..... **23**

ARTICLE XXIV. Designated Public Forum..... **25**

ARTICLE XXV. OUTSIDE SPACE POLICY **27**

ARTICLE XXVI. POLICY ON SOCIAL EVENTS AT MENDENHALL STUDENT CENTER..... **28**

ARTICLE XXVII. POLICY FOR ROOM RESERVATIONS FOR PERFORMANCE GROUPS IN MSC **30**

ARTICLE XXVIII. CO-SPONSORSHIP POLICY **31**

ARTICLE XXIX. GUIDELINES FOR COMMERCIAL PHOTOGRAPHY, FILM MAKING, AND VIDEOTAPING ON THE CAMPUS OF EAST CAROLINA UNIVERSITY 32

ARTICLE XXX. FIRE PREVENTION POLICY REGARDING DECORATIVE MATERIAL..... 34

ARTICLE XXXI. OUTDOOR GRILLING SAFETY TIPS 36

POLICY & PROCEDURES..... 36

ARTICLE XXXII. SOUND POLICY 38

ARTICLE XXXIII. North Carolina Fire Prevention Code Requirements For Tents and Canopies Erected On State Property 40

ARTICLE XXXIV. SPECIAL EVENT CEREMONY(IES) OF UNIVERSITY FACILITIES..... 42

ARTICLE XXXV. INVITATIONS TO ELECTED OFFICIALS FOR SPEAKING AT THE INSTITUTION 43

Appendix A: Process for Checking Identification During a Social Event at MSC 45

Appendix B: Event Planning & Conference Services Top Ten Reasons to Use WebViewer 46

Appendix C: Hendrix Theatre Event Information Request Form 47

Appendix D: Wright Auditorium Event Information Request Form 48

Appendix E: Dance Reservation Request Form 49

Appendix F: Application for Use of Open Flame Devices 51

Appendix G: Single Space Planning Form 54

Appendix H: Series Space Planning Form 56

Appendix I: Event Planning Tips 57

Appendix J: Student Organization Event Planning FAQ'S 58

Appendix K: Tent/Canopy Permit Application 59

Appendix L: External Wright Auditorium Fees/Information 61

Appendix M: Student Organization Fees & Information for Wright Auditorium 62

Appendix N: Campus Department Fees & Information for Wright Auditorium 63

Appendix O: External Agency/Co-sponsorship Fees & Information for Wright Auditorium 64

Appendix P: Internal Charges for Use of the University Facilities for MSC..... 65

Appendix Q: External Charges for Use of the University Facilities for MSC 66

Appendix R: Non-profit Expenses for Use for Mendenhall Student Center 67

Appendix S: Non-profit Expenses for Use for Mendenhall Student Center..... 68

Appendix T: Additional Charges for MSC Rooms and Hendrix..... 69

Appendix U: Central Ticket Office Fees External Agency 70

Appendix V: Central Ticket Office Fees for Registered Student Organizations..... 71

Appendix W: Central Ticket Office Fees for External Agency/Co-Sponsorship 72

Appendix X: Central Ticket Office Fees for University Departments 73

Appendix Y: MSC Room Setup Information..... 74

Appendix Y: MSC Room Setup Information..... 75

Appendix Y: MSC Room Setup Information..... 76

MENDENHALL STUDENT CENTER (MSC) GENERAL OPERATION AND USE POLICIES

MENDENHALL STUDENT CENTER (MSC) GENERAL OPERATION AND USE POLICIES

Policies governing the operation and use of Mendenhall Student Center are necessary to ensure that the building and its furnishings are maintained at the optimum level of cleanliness, usability, safety, and efficiency for the university community's full enjoyment. The policies listed below are not intended to limit or hinder the full utilization of the student center.

MENDENHALL STUDENT CENTER'S HOURS OF OPERATION

Monday – Friday 7:30 am – 12 m

Saturday 12 n – 12 m

Sunday 12n – 12 m

Hours are subject to change without prior notice and are adjusted during holidays and school breaks. Scheduled events must end at least thirty (30) minutes prior to the posted closing time of the building to insure that sponsors and guests have cleared the room and exited the building.

ARTICLE I. GENERAL POLICIES

1. Registered and Non Registered university student organizations, departments, and staff groups charging a registration fee, admission (ticketed events), or donation for or at the event will be charged facility use fees. For ticketed events, please contact the Central Ticket Office at 252-328-4788 for applicable fees and ticket sales policies.
2. A valid ECU 1 Card must be presented to gain access to the student center's computer lab or to utilize bowling, billiards, and the game room and other related events and activities as deemed necessary by MSC staff.
3. The student center is for the use of students, faculty, staff and their guests; it is often used for official functions of the university.
4. The student center is a state-owned facility; therefore, utilizing it are subject to North Carolina laws and regulations governing usage of state-owned buildings.
5. All guests of students, faculty and staff are subject to all rules and regulations of the student center. Individuals are responsible for the conduct of their guests.
6. All children under the age of thirteen (13) years utilizing the student center facilities must be accompanied by an adult.
7. Each person shall respect the rights of all other persons using a area and no person shall interfere with the legitimate activities of any other person.

8. All persons must wear shirts/tops and shoes at all times. All persons utilizing the recreational areas shall follow the prescribed rules pertaining to its proper and safe use (see Recreation Areas).

9. Any sales or solicitation by any organization (or any entity that an organization contracts with) must be in accordance with the university's Sales and Solicitation Policies and be approved and coordinated through the Mendenhall Student Center Event Planning Office.

ARTICLE II. PROHIBITED ACTIVITIES

1. Excessive noise or disorderly conduct shall not be permitted.
2. No alcoholic beverages, including beer, shall be brought onto or consumed on the premises.
3. No illegal substance (drugs, narcotics, etc.) shall be brought onto or consumed on the premises.
4. Anyone obviously under the influence of alcohol or drugs shall not be allowed on the premises.
5. Gambling and profanity are not allowed. Violators will be asked to leave.
6. The sidewalks, walkways, and corridors specific to the student center shall not be obstructed by any means.
7. The student center is not responsible for any losses of equipment or property belonging to an individual or organization. All lost and found items will be sent to the university's official Lost and Found Department, located at the ECU Police Department.
8. Anyone deliberately damaging property, equipment or furnishings of the student center will be held financially liable for the cost of the replacement or repairs.
9. In order to preserve the student center's furnishings, persons are prohibited from sitting on the tables and placing their feet on the furnishings.
10. Lying on the furnishings or floors is not permitted.
11. Furnishings are not to be removed from the building. Lounge chairs, sofas and tables are not to be moved from their usual location without prior authorization.
12. Smoking is not permitted in the building or within 25 feet of the building's exterior.
13. The use of paints, stains, acids or other substances that might damage or deface the building are prohibited.

14. Fire extinguishers placed in designated cabinets in the student center shall not be removed except for use for the intended purpose.
15. No pets or animals other than service animals are allowed in the building at any time.
16. No bicycles, skateboards or motorcycles are permitted in the building.
17. Running, skating and skateboarding in the building, on loading docks and on stairs/walkways is prohibited.
18. Helium tanks are leased by the department of University Unions only and are installed appropriately.
19. Markings on walkways, roadways or any permanent structures on Campus with chalk, paint or any other materials are prohibited.
20. Space heaters are prohibited from use in all State-owned buildings.
21. Extension cords and flexible cords cannot be a substitute for permanent wiring and are not allowed to be used.
22. Surge Protectors are the only approved means of multiplying a receptacle.
23. All appliances must have a UL label.
24. No loitering.

ARTICLE III. MEANS OF EGRESS **(ECU Environmental Health & Safety Office)**

1. Corridors, stairwells and other means of egress shall remain clear of all materials and equipment except for emergency response equipment that has been authorized by the Office of Environmental Health and Safety.
2. Recycling containers approved by the Department of Insurance will be allowed when placed in designated locations approved by the Office of Environmental Health and Safety.
3. Non-combustible equipment (Wheelchairs, IV Poles, Stretchers and Scales) may be maintained in corridor alcoves and other recessed areas, providing the equipment does not extend into the established corridor width and the placement has been authorized by the Office of Environmental health and Safety.
4. Portable carts (patient isolation, dietary, linen, environmental services. Logician stations, etc.) may be maintained in the corridor only while in use.
5. Nothing, wheeled or otherwise, may be stored, recharged or left unattended in a corridor.

6. Emergency response equipment such as fire alarm pull boxes, fire extinguishers, hose connections, safety showers, eyewashes and electrical services panels shall be maintained free of obstructions and clearly visible at all times. A minimum 36 inch clearance must be provided.
7. Materials, the presence or burning of which, would obstruct a means of egress or which would render same hazardous shall not be placed, stored or kept in the means of egress.
8. Interior decorations such as draperies, tapestries, or mirrors shall not be permitted to obscure, conceal or confuse exit doors or signs or exit pathways.
9. No material shall be placed within 36 inches of either side of doorway.
10. "EXIT" signs shall remain visible at all times and emergency evacuation routes/plans shall be routinely visible to all occupants and located on each floor at or near a common area.

ARTICLE IV. AMUSEMENT MACHINES AND VENDING

1. Acts of vandalism will be subject to prosecution.
2. Refunds for vending machines will be processed through the MSC Recreations Office located in MSC #7 Mendenhall Student Center.

ARTICLE V. COPISEV/CARD-READING COPY MACHINE

The Copiserv card-reading copy machine is located on the ground floor of Mendenhall outside the Outer Limitz Bowling Center.

An ECU 1 Card or Copiserv/Vending card is required to operate this copy machine.

Copiserv/vending cards may be purchased from the MSC Central Ticket Office or the MSC Outer Limitz Bowling Center. For other locations please contact ECU Copiserv at 252-737-1301.

ARTICLE VI. MENDENHALL STUDENT CENTER POSTING POLICY

1. No person will affix anything to any surfaces of the interior or exterior of the building by any means without permission of the Director of Operations or appointed designee. If approved, the student center will provide the appropriate means and space for displaying items. All materials must be removed at the conclusion of the meeting or event.
2. The University's Posting Policy indicates that improperly posted printed materials shall be removed and discarded without prior notice. Mendenhall Operations personnel are authorized to remove printed materials posted in violation of the University's and/or Mendenhall Student Center's Posting Policy. The Policy indicates that printed materials shall not be
 - a. nailed, tacked, stapled, or in any way attached to any tree, shrub, or any wooden surface on Campus such as bulletin board frames, doors, etc.,
 - b. placed in or on any vehicle on Campus,
 - c. taped or in any way attached to any painted or glass surface inside or outside any building on Campus (varnish or shellac are considered paints),
 - d. nailed, tacked, stapled, or in any way attached to any surface other than an identified general use bulletin board.
3. The University's Posting Policy indicates that all printed materials posted on general use bulletin boards shall be removed and discarded in the month following the end of each semester and at the end of the second summer term i.e. December, May, and July by Housekeeping Services regardless of the date of posting.
4. Unless identified otherwise, Housekeeping Services considers bulletin boards as general use bulletin boards and removes and discards posted printed materials in the month following the end of each semester and at the end of the second summer term.
5. Only notices of events sponsored by university registered student, faculty, or staff organizations will be posted in the student center. Locations of events/notices posted shall be held on university property. All notices posted shall include sponsor's name and telephone number. There are two locations for this purpose located on the ground floor. All posters, notices, etc. to be posted in the student center must be submitted to the Welcome Center; the Director of Student Center Operations or appointed designee will review submitted items. If approved, items will be date stamped and posted on the bulletin boards on the ground floor. Items found on the bulletin boards without date stamp and elsewhere in the student center or on the exterior of the facility without the stamp will be removed by the student center staff. All outdated posters, notices, etc. will be removed promptly by student center staff.
6. Works of Art
 - a. Portraits will be hung in the student center only in dedicated areas. A portrait must be of the individual for whom the area is named.
 - b. Arrangements for hanging portraits must be made through the Director of Student Center Operations by calling 252-328-4755.

ARTICLE VII. MSC RECREATION AREAS

Section I. Confirmation Policy

1. Reservations must be on file at least one (1) week prior to the date requested and are subject to room rental and equipment rental fees. Room and space fees vary with each area. Set-up and equipment needs are required at the time the reservation is made. All setup and technical assistance needs must be communicated with the MSC Recreations Office at least seven (7) days prior to the date of the event. MSC Recreations cannot guarantee that last minute requests will be honored. All reservations must be paid in full the day of the event. Groups whose payment method will be an Interdepartmental transfer (IDT) must provide the account number that will be billed at least forty-eight (48) hours prior to the scheduled event. MSC Recreations reserves the right to make any necessary changes in room locations as needed for the sufficient operations of the facility. All efforts will be made to give ample notice of such changes. MSC Recreations reserves the right to not approve or cancel an event.

Section II. Hosting an event in MSC Recreations

1. MSC Recreations allows individuals directly related to the University to host birthday parties and other events within our area. To do so, you should contact Jacob Tidwell, Coordinator for MSC Recreations.
2. There is a \$30.00 facility usage fee for all parties.
3. The Bowling Party Package is \$7.50 per person. This package includes the following (based on four guests per lane): two (2) hour lane reservation, shoe rental for party guests, bowling for party guests, pizza, and soft drinks. All food is provided by Aramark. You may request that Aramark provide you with a cake for an additional charge. If you have questions regarding our birthday packages or reservation process, please contact Audra Thomas at (252) 328-5663 or thomasa@ecu.edu.
4. If you are hosting an event, bowling and billiards is a fun alternative to your everyday meet and greet situations. We offer you the ability to reserve lanes for \$9.00 an hour. This will afford you unlimited bowling for up to two hours. This does not include the \$.75 shoe rental. Only recognized student organizations, clubs, campus departments, and student groups can reserve the space. Every effort will be made to ensure that other University members may utilize our facility while reserved lanes are held and/or occupied.
5. Any interested individuals should provide us with the following information:
 - a. Organization or Department
 - b. Person Responsible
 - c. Date of Reservation
 - d. Time of Reservation
 - e. # of people attending event
 - f. # of lanes requested

6. **Interest and Penalties for Past Due Accounts Receivable:** For outstanding accounts receivable greater than 30 days, ECUSTA shall charge interest at the rate established pursuant to G.S 105-241.21 on past due account receivable from the date the account receivable was due until it is paid. In addition, ECUSTA shall add a late payment penalty of no more than 10% of the accounts receivable. ECUSTA may waive the late payment penalty for good cause shown. The interest and penalties for past due accounts receivable are pursuant only to non- University funds. ECUSTA will submit a follow up invoice and late notice including penalties and interest. For University department with outstanding accounts receivables, additional services will not be provided until account is paid in full.

7. **Write Off of Accounts Receivable:** Accounts Receivable for non-University departments outstanding greater than 60 days old will receive a reminder invoice and late notice including the interest and penalties due. If the debt is not paid within 90 days of original invoice date, then ECUSTA will discontinue service to this group and the account may be placed with the state designated collection agency if the debt is less than \$500. If the debt is greater than \$500, the amount will be transmitted to the Attorney General's office for collection. In addition, a debtor may bear the costs related to the collection process which are incurred by the university if a debtor's delinquent account is referred to an outside collection agency and/or an attorney. After one year of the due date, the debt will be written off. If the business has filed bankruptcy, or gone out of business, the debt may be written off at the end of the current fiscal year. The setoff debt collection act and the vendor setoff program will be followed when applicable.

Section III. Outer Limitz Bowling

The Outer Limitz Bowling alley provides the University community with eight lanes equipped with automatic scoring and bumpers. Outer Limitz Bowling has enjoyed a long-standing relationship with the department of Exercise and Sports Science as they offer bowling classes each semester. Recreations offers Birthday Party Packages and the ability to reserve lanes for special events.

Hours of Operation

Monday - Wednesday	1:00 p.m. to 11:30 PM
Thursday	1:00 p.m. to 12:30 AM
Friday	9:00 a.m. to 1:30 a.m.
Saturday	12:00 Noon to 1:30 a.m.
Sunday	12:00 p.m. to 11:30 PM

Student Cost

\$.75 shoe rentals	\$2.50 per game
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Early Bird Specials!

Monday/Wednesday	1:00 p.m. to 6:00 p.m.	\$1.00 per game
Sunday	1:00 p.m. to 6:00 p.m.	\$.50 per game

Arcade Lounge

The Arcade Lounge offers fifteen arcade style games such as Dance Dance Revolution, Pac Man, and others.

Pirate Underground

Hours of Operation

Monday – Wednesday	9:00 a.m. to 11:30 p.m.
Thursday	9:00 a.m. to 12:30 AM
Friday	9:00 a.m. to 1:30 a.m.
Saturday	12:00 Noon to 1:30 a.m.
Sunday	12:00 p.m. to 11:30 PM

Cost

Billiards Table	\$3.00 per hour
Table Tennis	\$1.50 per hour

For additional information, please go to the MSC Recreations website:
<http://author.ecu.edu/cs-studentlife/universityunions/MS-RecReations.cfm>

ARTICLE VIII. SECURITY

Mendenhall Student Center and the university reserve the right to require that Campus Police and/or hired Security guards be present at the event at the expense of the reserving group.

ARTICLE IX. FOOD, BEVERAGES, AND/OR LINENS

ARAMARK is the only approved catering service allowed in MSC. Aramark can be contacted at 252-328-4756. All non-alcoholic beverages, signage, or advertisements must be in compliance with the university's contract with Pepsi and cannot be a product of a competitor company. If linens are requested for tables, ARAMARK must be contacted to make these arrangements.

ARTICLE X. DECORATIONS

Only freestanding decorations or table decorations are allowed in this facility. Hanging or taping materials on ceilings and wall 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. Open flames and non-flame retardant materials are strictly prohibited. Reserving organizations will be responsible for any damages. The use of hay is strictly prohibited.

ARTICLE XI. RESPONSIBILITIES OF SPONSORING ORGANIZATIONS

It is the responsibility of each group reserving the facility to be aware of all rules and regulations regarding the scheduling of this facility. The group representative who signs all forms accepts the responsibility for ensuring that all rules and regulations are followed.

ARTICLE XII. DAMAGES

Sponsoring organization will be charged additional fees if damage is incurred during use of reserved space. Additional clean-up fees of **\$100.00** will also be charged as needed. At the completion of the event, sponsoring organization must remove all trash, props, and decorations.



Event Planning & Conference Services Office

Article XIII. EVENT PLANNING & CONFERENCE SERVICES OFFICE

The Mendenhall Student Center Event Planning & Conference Services Office reserves rooms and spaces within Mendenhall Student Center and Wright Auditorium. Mendenhall Student Center offers several reservable spaces. A list of reservable spaces and their associated fees, as well as assistance in event planning, is available through the Event Planning Office. The list may also be viewed by accessing www.ecu.edu/studentlife/universityunions/Rental-Prices.cfm.

Section I. Methods of Requesting Space

1. You may request space in one of the Mendenhall Student Center spaces by:
 - a. For inside spaces (such as Mendenhall and Wright Auditorium) Complete an online form at events.ecu.edu/msc
 - b. For outside spaces such as the Brickyard or Destination 360, Complete a form at www.at.ecu.edu
 - c. Browse Webviewer: <http://events.ecu.edu/msc>

Section II. Who May Reserve Available Spaces

1. When available, conference and meeting rooms in the student center may be reserved by university-registered student organizations (in good standing with the University), faculty, or staff; for university functions; and for public use (in order by priority).

Section III. Webviewer

1. To check on the availability of a space, organizations may access our online room schedule at <http://events.ecu.edu/msc>. To make a reservation, the contact person from the organization will make a request via webviewer.

Section IV. Reservation of Space by Student Organizations

1. Only the student organization president or secondary contacts (as listed in SOC) may make reservations in the Event Planning Office.
2. Students and advisors will complete and sign a student organization agreement for all reservations.
3. Student organizations co-sponsoring events are required to have the contact person from each of the sponsoring organizations present when requesting space. When requesting a space online, the registered student organization co-sponsoring the event must complete the reservation request.
4. If a newly-forming group needs a meeting space for an interest meeting, they should do the following:
 - a. Contact the Student Organization Center to discuss the organization formation and registration process and request a meeting space

- b. The Student Organization Center will make a meeting space request through the MSC Event Planning Office
- c. The Event Planning Office sends a confirmation to the organization contact person and the Student Organization Center
- d. After the interest meeting, the student organization contacts the Student Organization Center for follow-up and registration (if applicable)

Section V. Event Details

1. Information listed on the Reservation Planning Form is presumed to be the final arrangements for the event. If any of the information changes after the approval, the reservation may be deemed invalid. If the reservation is deemed invalid, the event will be cancelled.
2. All reservation changes (including food arrangements) should be communicated to the Event Planning Office as quickly as possible.

Section VI. Payment for Event Charges (Room Usage, Equipment or Labor)

1. Accepted forms of payment for room usage fee, labor charges, equipment, etc.:
 - a. FOAP number (ECU departments and/or student organizations)
 - b. Cash
 - c. Check (allow 7-10 business days for processing)
 - d. Cashier's Check or Money Order
2. Before events can be confirmed with campus departments, a FOAP number will have to be given to the Event Planning Office for all charges.
3. Payment must be made prior to event or the event will be cancelled.
4. **Interest and Penalties for Past Due Accounts Receivable:** For outstanding accounts receivable greater than 30 days, ECUSTA shall charge interest at the rate established pursuant to G.S 105-241.21 on past due account receivable from the date the account receivable was due until it is paid. In addition, ECUSTA shall add a late payment penalty of no more than 10% of the accounts receivable. ECUSTA may waive the late payment penalty for good cause shown. The interest and penalties for past due accounts receivable are pursuant only to non- University funds. ECUSTA will submit a follow up invoice and late notice including penalties and interest. For University department with outstanding accounts receivables, additional services will not be provided until account is paid in full.
5. **Write Off of Accounts Receivable:** Accounts Receivable for non-University departments outstanding greater than 60 days old will receive a reminder invoice and late notice including the interest and penalties due. If the debt is not paid within 90 days of original invoice date, then ECUSTA will discontinue service to this group and the account may be placed with the state designated collection agency if the debt is less than \$500. If the debt is greater than \$500, the amount will be transmitted to the Attorney General's office for collection. In addition, a debtor may bear the costs related to the collection process which are incurred by the university if a debtor's delinquent account is referred to an outside collection agency and/or an attorney. After one year of the due date, the debt will be written off. If the business has filed bankruptcy, or gone out of business, the debt may be

written off at the end of the current fiscal year. The setoff debt collection act and the vendor setoff program will be followed when applicable.

Section VII. Time Length of Weekly Reservations

1. Weekly meetings lasting longer than 3 hours will be charged at a rate \$70 per hour over the 3 hour block.
2. Groups must clean up and leave the facility at least thirty (30) minutes prior to the posted closing time of the facility.

Section VIII. Access to facility

1. Please communicate time prior to event that organization needs access to the facility at the time of reservation.

Section IX. Event Planning Meetings

1. Events involving additional planning and coordination are considered large events (i.e. dances, lectures, conferences, concerts). Representatives and advisors from all sponsoring organizations must meet with the Mendenhall Event Planning Team to discuss needs and details of the event at least one (1) month before the desired event date (see our Event Planning Meeting Checklist for details of what to bring to this meeting). After the representatives have met with the Event Planning Team, approval for the event will be given (if possible), and plans will be finalized. Any costs associated with the event will be discussed at the meeting. If accommodation of the event cannot be given, group representatives will be notified at the Event Planning Meeting.

Section X. RESERVATION DEADLINES

1. Business days are defined as days that the Event Planning Office is open for business (Monday through Friday). There are two types of events, each having their own specific deadlines for reserving space:
2. Small Events: Include routine organizational meetings and table spaces for fundraising, organizational recruitment, and information distribution.
3. Reservations for small events must be finalized 24 hours prior to the event date.
4. Large Events: Include all other events not listed above (dances, lectures, conferences, concerts, etc.). Any event that requires additional planning and coordination, and necessitates a meeting with the Event Planning Team is considered a large event. Reservations for large events must be finalized ten (10) business days prior to the event date. All necessary permits, signatures of approval as required, and equipment requests must also be obtained within this timeframe.

Section XI. PAYMENT DEADLINES

1. Payment for room rentals, equipment charges, labor charges, etc. must be made within ten (10) business days from the date the reservation is made or ten (10) business days prior to the event date, whichever comes first. Events booked with less than ten (10) business days notice must be paid for at the time the reservation is

made. Payment for audio-visual services or overtime fees must be received at least five (5) business days prior to the event date.

2. Student organizations that have accounts with the Student Government Association may pay charges by furnishing the Event Planning Office with their budget code (FOAP) number. Groups must receive prior approval from the Student Organization Center Fund Office before supplying the Event Planning Office with this information. If a budget code is used, charges will be made by way of Interdepartmental Transfer and will be submitted to the Mendenhall Financial Affairs Office within one (1) week after the event has occurred.
3. For ticketed events, ticket sales revenue is deposited by the Central Ticket Office, and revenues, minus the applicable Central Ticket Office fees, are remitted to the sponsoring organization at the conclusion of ticket sales.

ARTICLE XIV. CANCELLATION/NO SHOW POLICY

Due to internal costs and inconveniences incurred by Mendenhall Student Center and in order to more effectively serve our students and other clientele, groups and organizations who fail to cancel their reserved room and/or space or do not show up for their reservation will be penalized as described below. The yearly cycle for this policy is August 1 – May 1 in the same academic year.

Groups are required to notify the Event Planning Office if an event has been cancelled. Sufficient notice is two (2) business days for small events, and five (5) business days for large events. All groups must cancel their reservation at least one week prior to the date of the event in order to receive a refund (when applicable). Groups who cancel too late or not at all forfeit all fees paid, plus any expenses accrued on their behalf. While the Event Planning Office prefers contact via email, phone calls will also be accepted. An email cancellation confirmation will be sent to the person canceling the reservation, the president or main contact of the organization (if they are different persons), and the group's advisor.

1. First occurrence:
 - a. Letter from Assistant Director of Operations, Event Planning & Conference Services
 - b. Group or organization incurs any labor costs (such as for a technician or security)
2. Second occurrence:
 - a. Letter from Associate Director of Operations
 - b. Group or organization incurs a \$50 cancellation fee (paid within 30 days or by the end of the semester)
 - c. Group or organization incurs any labor costs and/or early opening charges (such as for a technician or security)
3. Third occurrence:
 - a. Letter from Assistant Vice Chancellor of Student Experiences
 - b. Group loses reservation privileges in Mendenhall Student Center and all its subsidiary venues (i.e., The University Mall, The MSC Brickyard, etc.)
 - i. If the third penalty occurs **prior** to Fall or Spring Breaks: loss of reservation privileges for the remainder of the semester
 - c. If the third penalty occurs **after** Fall or Spring Breaks: loss of reservation privileges for the remainder of the semester and the following semester

ARTICLE XV. AUDIO-VISUAL SERVICES

1. Audio-visual equipment and technical assistance are available for various functions taking place in the student center. Charges may be incurred by the sponsoring organization, depending on the type of equipment used. If a non-university company is hired to provide technical assistance at an event, the Event Planning Office must be notified, and Mendenhall Production Services may be in attendance at the event to assure adherence to all policies and regulations. For more information regarding audio-visual and technical needs, call the Event Planning Office at 252-328-4731.
2. If a group requests equipment then no longer has a need to use it, they must call and cancel the equipment with the Event Planning Office 24 hours prior to their event. Failure to do so may result in the group incurring equipment and/or technician charges.
3. Requests for setup, audio-visual services, contractual technical riders, etc. should be made at the time of the reservation request. For large or complex setups, diagrams are required.

ARTICLE XVI. BANDSHELL USE

1. Bandshell reservations must be made at least two (2) weeks in advance by contacting the Mendenhall Event Planning Office at 252-328-4731.
2. Organizations requesting use of the bandshell will be charged **\$125.00** if it is necessary to move the bandshell for the event.
3. Additional power may be required depending on the needs of the user. A generator can be rented to assist (at the user's expense)
4. A Production services staff member will be required to open and close the bandshell (at the expense of the user). Non-student groups will be charged a flat fee of \$50 to open and close the bandshell.
5. If there is any equipment being used on the bandshell, a production services staff member is required to be on duty during the entire event. The sponsoring organization will be charged an hourly pay rate for the staff member for the length of time he/she is on duty (including setup time and take down time). Equipment charges may also apply.

ARTICLE XVII. EVENT PARKING

1. Questions regarding parking should be directed to Parking and Transportation Services, 252-328-6294. For a nominal fee, arrangements can be made to reserve up to thirty (30) metered parking spaces behind Mendenhall Student Center. Shuttle service with the ECU Transit system is also available. Please contact ECU Transit at 252-328-4724.
2. Parking on campus is by permit only. However, for larger events taking place on campus, organizations may work through Parking and Transportation Services (252-328-6294) or ECU Transit (252-328-4724) for other options.
3. For events in the student center, organizations may reserve up to thirty (30) metered parking spaces in the metered parking lot behind the student center (directly behind Kinko's). These spaces can be reserved at a charge of **\$1.00** per space. Organizations wishing to secure these spaces should make their request to the Event Planning Office at least two (2) weeks prior to the event date. Organizations requiring more than thirty (30) spaces should contact ECU Transit (252-328-4724) to discuss shuttle options and associated charges.

ARTICLE XVIII. HENDRIX THEATRE

1. Whenever the theatre is in use on weekdays or on weekends for a program with an expected attendance of more than one hundred (100) people, ushers employed or approved by the student center will be on duty during the entire performance. The cost of this service is incurred by the sponsoring organization.
2. The Event Planning Team will determine the needs for each program and provide trained production services staff that will be paid by the sponsoring organization (see *Event Planning* for more information).
3. Events requiring tickets must be organized through the Central Ticket Office (252-328-4788). Ticket sales policies and applicable fees will be discussed at the Event Planning meeting. See the Appendix for more information regarding the Central Ticket Office.
4. Children will be permitted to attend any event, free or otherwise, at the discretion of the house manager. Any child misbehaving will be required to leave. Except for special programs, all children under the age of thirteen (13) years utilizing the student center facilities must be accompanied by an adult.
5. Smoking is not permitted in the theatre, including inside the Hendrix Theatre projection booth or on stage.
6. Only pre-packaged snack food items and bottled or fountain drinks will be permitted in the general seating area.
7. Attaching anything to the stage curtains by any means is prohibited.
8. Painting of scenery or equipment is prohibited in the theatre and on stage.
9. Only authorized student center technicians and student center program advisors will be permitted in the projection booth.

ARTICLE XIX. GALLERY

1. Each guest is the responsibility of his/her host.
2. Damage to equipment and furnishings resulting from intentional misuse or carelessness will be paid for by the individual(s) responsible.
3. For safety reasons, the main egress routes on the east and west sides of the gallery can not be obstructed by any objects. Tables, chairs, or other objects that are needed to be placed on the floor areas of the gallery must be placed on the north and south ends of the gallery.
4. Reservations for the gallery are limited to art shows, exhibits, and major university-sponsored events (i.e. Midnight Madness).
5. For more specific information regarding the gallery, please contact the Event Planning Office at 252-328-4731.

ARTICLE XX. MENDENHALL STUDENT CENTER'S HOURS OF OPERATION

Monday – Wednesday 7:30 a.m.–12:00 midnight

Thursday 7:30 a.m.–1:00 a.m.

Friday 7:30 a.m.–2:00 a.m.

Saturday 12:00 noon–2:00 a.m.

Sunday 12:00 noon–12:00 midnight

Hours are subject to change without prior notice and are adjusted during holidays and school breaks. Scheduled events must end at least thirty (30) minutes prior to the posted closing time of the building to insure that sponsors and guests have cleared the room and exited the building.

ARTICLE XXI. EARLY OPENINGS/LATE CLOSINGS

1. The operating hours of Mendenhall Student Center may be extended on Friday, Saturday, or Sunday to accommodate early morning and late night events.
2. The Early Opening/Late Closing Policy pertains to events which involve the use of Mendenhall Student Center during non-scheduled building hours. A charge of **\$70.00** per hour will be charged for each hour the building is open or closed beyond our normal business hours. This charge is in addition to the rental fee for the room being used (if applicable). Student organizations are exempt from the early opening/late closing fee.

ARTICLE XXII. FOOD AND BEVERAGE OPTIONS

1. Arrangements for events that involve food should be made with Campus Dining Services (Aramark, 252-328-4756). Any changes in the number of attendees must be given to both the Event Planning Office and Campus Dining Services.
2. All commercially prepared food must be prepared by the food service company under contract with the university. Commercially prepared food means food items which are prepared by a commercial establishment.
3. Organizations who host small group meetings and individual students hosting a reception for senior shows on display in the student center gallery may make arrangements with the Event Planning Office to bring in limited pre-packaged, non-perishable snack items such as bags of chips, pretzels, boxed cookies, brownies, popcorn, nuts, and soft drinks.
4. Organizations who choose to supply their own limited snack items and supplies are expected to leave the area clean and in good order.
5. Brown bag lunches are permitted and can be arranged by calling Aramark at 252-328-4756.
6. Examples of items NOT permissible for bring your own refreshments (these items MUST be requested through and supplied by Aramark):
 - a. Deli or meat trays
 - b. Fruit trays
 - c. Vegetable trays
 - d. Covered dish dinners
 - e. Non-packaged bakery items
 - f. Cheese trays
 - g. Pizza
 - h. Sub sandwiches
7. Any organization found to be in violation of this food service agreement policy will result in the loss of food privileges for the remainder of the current semester.

ARTICLE XXIII. SPECIAL EVENT & FOOD SAFETY

*(Information provided by the ECU Office of Environmental Health and Safety,
www.ecu.edu/oehs)*

We strongly encourage the use of the University's Dining Services vendor for all University-sanctioned food service needs. However, should you choose not to use the University's Dining Service vendor, there are some things you need to know.

1. Special events are university-sponsored events and celebrations or any public gathering or similar events on university property where food is prepared and served to the public. The following guidelines for food service at these special events have been developed from NC Health Code 15A NCAC 18A.2600, "Rules Governing the Sanitation of Restaurants and Other Food Handling Establishments" and from sound food handling practices.
2. All university departments and organizations are encouraged to consider utilizing ECU Dining Service's Catering service or a permitted restaurant to provide food for their function or event.
3. Any food service operation serving food more than two days in any one month must secure a permit from the Environmental Health Division of the Pitt County Health Department prior to the event.
4. The sponsoring department and each vendor (you) must register their activities with the ECU Environmental Health & Safety Office (EH&S) prior to the event, whether you need a permit or not.
5. All non-university persons, businesses or organizations wishing to serve food on ECU property or at an ECU event must adhere to Facilities Services policy #20 (see EH&S web page: www.ecu.edu/oehs/).
6. All foods, including ice and water, must be obtained from sources approved satisfactory by the Environmental Health Division of Pitt County Health Department. If water is supplied through a hose, the hose must be NSF approved.
7. Potentially hazardous*, cooked or raw cold foods require refrigeration and must be maintained at 45° F or below at all times. Potentially hazardous* hot foods must be maintained at 140° F or above at all times. A probe thermometer will be required at each preparation site for you to check these temperatures.
8. All potentially hazardous* food must arrive ready to be served or ready to be cooked, and when cooked, must require minimal preparation to be served. An enclosed facility will be required for more involved food service activities.
9. Keep all foods protected from dust, dirt, insects and other sources of contamination during storage, cooking, preparation, display, and service.
10. Seafood or shell stock, in any form, may not be served.

11. Don't let people with boils, infected wounds, diarrhea, respiratory infections accompanied by fever or other communicable diseases prepare or help with your food stand.
12. Be sure to wear clean outer garments and effective hair restraints. Tobacco will not be allowed in the preparation and service areas.
13. Equipment and utensils must be kitchen grade, clean and in good repair and stored protected from dirt and insects. Keep disposable eating utensils in sufficient quantities for your customers.
14. Mechanical slicers, choppers, mixers, and similar food preparation equipment will not be allowed without prior approval from Environmental Health Division of Pitt County Health Department. When approved, these items must be kept clean and protected from contamination throughout their use.
15. Any break in the use of this equipment will require cleaning and sanitizing.
16. Other requirements may be applied if deemed necessary by EH&S.
17. Make plans to ensure clean hands. When a hand wash lavatory with hot and cold water under pressure is not available, a catch pan, a container of water, soap, and disposable towels are required. Disposable food-handling gloves, disposable moist-type sanitizing towelets, and hand sanitizers are also encouraged.
18. You must collect and dispose of any liquid wastes legally, including hand wash waste. Any liquid waste, which is not discharged directly into a sewage system (not a storm drain) must be collected and legally disposed of off campus.
19. All waste food, food scraps or food residues, including drippings, oil and wash water, must be caught or collected and disposed of properly by you.
20. Arrangement for garbage containers can be made through the ECU Facilities Services Work Center.
21. Food may be served without a Health Department permit providing all the following are met:
 - a. The food is prepared at a permitted restaurant and served in individual containers, and
 - b. The food served is kept hot or cold as required and requires no additional handling (including spooning, scooping, or serving from a common container), heating or cooling, and
 - c. The event does not exceed two consecutive days per month. EH&S approval is required.
22. EH&S reserves the right to prohibit or discontinue, without warning, any food operation on university property it deems poses a health or safety threat.

***"Potentially hazardous" food mean any food or ingredient, natural or synthetic, in a form capable of supporting the growth of infectious or toxigenic microorganisms, including *Clostridium botulinum*. This term includes raw or heat-treated foods of animal origin, raw seed sprouts and treated foods of plant origin. The term does not include foods, which have a pH level of 4.6 or below, or a water activity (Aw) value of 0.85 or less. Examples: Raw or cooked hamburger, hot dogs, barbecue pork and chicken, macaroni salad, potato salad, ice cream, prepared fruit and lettuce salads, etc.

ARTICLE XXIV. Designated Public Forum

The Designated Public Forum is an area designated by East Carolina University whereby the general public can express their views and gain access to the campus. This area is located between the library and the mall areas and is adjacent to well traveled pedestrian sidewalks. Members of the general public wishing to use the Designated Public Forum must contact the Event Planning Office located in Mendenhall Student Center (252-328-4731). This area is reserved on a first come first serve basis. There are no alternative areas, therefore simultaneous free speech forums are not available. This policy is developed and reviewed by the Campus Canvassing and Solicitation Committee.

1. The University does not regulate the content of speech. However, the university does regulate the time, place, and manner of activities in an effort to maximize use and allow equal access. The University can also regulate the use of the Designated Public Forum so as not to disturb the educational environment of this institution.
2. Public speakers and those involved in peaceful assemblies must comply with all applicable laws and all applicable University policies. Individuals who engage in unlawful conduct while participating in or attending such activities or events will be subject to removal from campus property and/or arrest.
3. Public speakers and participants in peaceful assemblies may not call out to non-audience members or non-participants in the vicinity to request that they listen to the speaker or participate in a peaceful assembly.
4. Currently, reservations to use the Designated Public Forum can be made with the Mendenhall Student Center Event Planning Office. The Director of Student Center Operations or appointed designee is charged with reviewing and enforcing policy in regard to the Designated Public Forum.
5. The Designated Public Forum may be used Monday-Friday from 8 AM until 5 PM.
6. Only one individual or group may use the Designate Public Forum at any one given time.
7. The Designated Public Forum may be reserved by members of the university community as well as the general public.
8. No amplified sound is allowed.
9. Literature may be disseminated.
10. Reservation requests must indicate the nature of the activity intended. Requests must include the day, date, and time of the event as well as the full names of people who will be utilizing the space. Other routine reservation information is required.
11. Reservations may be made no more than four (4) weeks in advance and must be made at least 1 week in advance.
12. Non-students or non-student groups are limited to using the Designated Public Forum once per week, for no more than two (2) hours at a time.
13. Notification of Designated Public Forum use is routinely forwarded to the following campus department representatives:

- a. Joyner Library – Coordinator for Administrative Services or designee
 - b. ECU Police – Special Events Coordinator or designee
 - c. Grounds – Grounds Supervisor or designee
 - d. Mendenhall Student Center Operations and Event Planning Offices or designee
14. Persons may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way of streets and sidewalks must be maintained.
15. Persons may not obstruct, disrupt, interrupt or attempt to physically force the cancellation of any event or activity sponsored by the University or by any users authorized to use University property.
16. Persons shall not engage in unlawfully harassing, physically abusive, threatening, or intimidating conduct toward any person.
17. Persons shall comply with the directions of a University official acting in the performance of his or her duty.
18. Persons on University property may be required to provide picture identification and evidence of qualification to a University official upon request. Evidence of qualification means (1) currently issued University identification card or (2) written documentation of an invitation to assemble on University property by an affiliated student organization or University unit and accompaniment by a University community member that is a representative of the group that issued the invitation.
19. Signs will be posted alerting the campus community when DPF is scheduled to be in use.

ARTICLE XXV. OUTSIDE SPACE POLICY

1. Outside space should be reserved by completing an online request at <http://at.ecu.edu>
2. Outside space requests are routed to the proper locations for approval and reservation.
3. Wright Plaza reservations : the person/group will enter reservation www.at.ecu.edu (for outside space reservations form). The request for this space will then be directed to Terry Stansbury/Wanda Scarborough at the ECU Student Store for approval. They have tables/chairs there for the groups to use if needed to set up on the plaza.
4. Outside reservations involving solicitation must be approved by the Solicitation Committee.
5. The following areas require approval from the Chancellor's Office before reserving and are reserved for official ECU events only:
 - a. Alumni Lane Road area
 - b. Wright Circle Fountain area
 - c. Whichard side yard area
 - d. 5th Street yard area (beside Spilman)
 - e. 5th Street yard area (in front of Jenkins Art Building) – this area can also be reserved for School of Fine Arts and Communication Events
 - f. University Mall
6. The bottom of College Hill is reserved by the Student Recreation Center.

ARTICLE XXVI. POLICY ON SOCIAL EVENTS AT MENDENHALL STUDENT CENTER

Social events at Mendenhall Student Center provide our organizations the opportunity to recruit new members, fundraise, and provide a safe social alternative for all ECU students. This policy has been created in order to successfully plan and host a social event at Mendenhall Student Center that is safe and enjoyable for all involved. The following guidelines are designed to facilitate the success of each social event and provide clarification, common understanding, and consistency in the responsibility for and enforcement of relevant procedures, rules, and regulations:

Section I. Social Event Reservation Process:

1. Any registered student organization interested in hosting a social event in Mendenhall Student Center is required to complete the Dance Reservation Form 14 days in advance and go through the reservation process with the Mendenhall Student Center Event Planning Office. Once a space is reserved the student organization shall be referred to as the "host organization." The member of the organization making the reservation shall be referred to as the "primary contact".

Section II. Location of Social Events

1. Social events may be held in the Mendenhall Student Center social room or great rooms. Once the room capacity has been reached, access to the social event will be restricted.

Section III. Responsible Parties

1. The host organization must supply at least two entry monitors for the social event who may include an:
 - a. Advisor (required)
 - b. Other responsible professional staff or faculty member
 - c. A responsible club member (an organization officer)
2. In order for your event to begin on time, these monitors need to arrive at the social event at least 30 minutes (1/2 hour) before the social event. Entry monitors will collect admission fees and collect and redistribute picture IDs (with identifiable information on ID). The host organization's faculty/staff advisor(s) **must be present throughout the entire social event**. Mendenhall Student Center will provide one professional staff person to work during the event as a resource for the host organization and/or security.

Section IV. Security

1. Social events in Mendenhall Student Center require ECU police security when non-ECU students are allowed to participate and/or there is an entrance fee, donation or any monetary transactions at the social event. A social event with only ECU Students must have ECU Police security when the social event is anticipated to exceed 150 students. Host organizations are required to pay \$200 for this security. Host organizations charging an entrance fee will also be required to pay a room

usage fee, in addition to the security fee. When a social event is attended only by ECU students, the social event will require at least two ECU staff/advisors to be present at all times (it may be the same persons as entry monitor and EPO staff person on duty.)

Section V. Reservation Charges

1. The fee for hosting the social event will be due to the Mendenhall Student Center Event Planning Office no later than 14 days prior to the social event or the social event reservation space will be canceled. If a cancellation occurs without the 48 hours notification, no refund will be given.
2. A walk through of the facility shall be conducted by the EPO staff on duty with the primary contact member, host organization advisor and the ECU police security thirty minutes prior to the social event. A subsequent walk through will be conducted afterwards with the host organization and its advisor. If any damage is determined to be found, the host organization will be held financially responsible.

Section VI. Admittance to MSC Social Events

1. Mendenhall Student Center social events are not open to the general public. All participants must be current ECU students or registered guests of an ECU student in attendance or the host organization. ECU students must present a valid ECU OneCard to be considered an ECU student and admitted to the event. The OneCard will be collected and redistributed at the end of the evening.

Section VII. Admittance of Non-ECU student guests

1. Any non-ECU student who desires admittance to a social event must present picture I.D. with identifiable information and register as guests of an ECU student attending the event. The ID of the non-ECU student is collected by the advisor/entry monitor of the host organization and redistributed at the end of the evening or when the guest is leaving the building (see "Process for Checking/Collecting IDs").

Section VIII. Ending Time of Event

1. The host organization must end the social event 30 minutes prior to facility closing time. To facilitate a smooth closing the lights will be turned on and music turned off no later than 30 minutes prior to facility closing time.

Security and Capacity for Social Events

Room	1 officer	2 officers	3 officers
Great Rooms 1-3	100	200	375
Social Room	100	249	---
Multipurpose Room	100	212	---

ARTICLE XVII. POLICY FOR ROOM RESERVATIONS FOR PERFORMANCE GROUPS IN MSC

Performance groups are defined as any group that meets on a consistent basis for the purpose of practicing or rehearsing for some type of performance. These groups may include, but are not limited to, dance teams, step teams, modeling troupes, acting troupes, etc.

1. All performance group rehearsals or tryouts to be held only in the Social Room on a first-come, first-serve basis
2. To maximize space usage, time for rehearsals are scheduled two and a half (2 ½) hour blocks once per week per group
3. Rehearsals may occur in other rooms if specifically moved by the Event Planning Office (EPO)
4. Space requests for rehearsal space must be made in compliance with the normal reservation guidelines. Space availability is determined by the EPO based on surrounding events, prior and subsequent set-ups, etc.
5. Additional rehearsal time/days are allowed if EPO has proof or knowledge of an upcoming performance i.e., a flier or a room reservation confirmation. In this case, group is allowed to rehearse two (2) additional times per week two weeks before performance, for a total of 3 times during the three weeks prior to the performance
6. Additional blocks of time (up to 3 hours) may be reserved prior to 8 PM during normal operating hours on Saturdays and Sundays
7. The cancellation policy procedures apply to all performance group rehearsals

ARTICLE XXVIII. CO-SPONSORSHIP POLICY

1. Co-sponsorships will be initiated by the student organization and its Advisor.
2. The Advisor, a student representative, and a representative of the presenting group or individual(s) will attend all pertinent meetings of the MSC Event Planning Team. The Advisor will serve as the contact person for the Event Planning Team members.
3. All contracts will be signed by the Advisor and a representative of the presenting group or individual(s).
4. The Advisor will be the sole person to deal with box office personnel of the Central Ticket Office. Responsibilities include:
 - a. Authorize complimentary tickets issued. If distribution of complimentary tickets is to be handled by the CENTRAL TICKET OFFICE (CTO), written lists should be provided by the Advisor.
 - b. Assign a representative to work in the box office with a CENTRAL TICKET OFFICE (CTO) staff member for door sales.
 - c. Sign the settlement sheet prepared by the CENTRAL TICKET OFFICE (CTO) manager at the conclusion of ticket sales.
 - d. Provide names and addresses of person(s) for mailing of the settlement check.
5. Presenter will pay to student group an agreed upon percentage of ticket sales and will provide an agreed upon number of complimentary tickets for the use of the student organization.

ARTICLE XXIX. GUIDELINES FOR COMMERCIAL PHOTOGRAPHY, FILM MAKING, AND VIDEOTAPING ON THE CAMPUS OF EAST CAROLINA UNIVERSITY

(Facilities Services Policy #21, Revised June 21, 2005)

Section I. University Approval

1. All commercial photography, filmmaking, or videotaping on the campus of East Carolina University must be approved in advance in accordance with this Policy Statement by the Director of University Marketing. The University reserves the right to apply any or all of these requirements at any time to any photography, filmmaking, or videotaping by any commercial or non-profit organization not directly affiliated with East Carolina University.

Section II. Production Considerations

1. A production will be considered in terms of its relationship to the education, research and public service mission of the university, its size, complexity, and the degree to which it may reasonably be anticipated to disrupt normal University operations. Where feasible, productions should be scheduled on weekends and during vacation periods.
2. First consideration will be given to those productions which best support the University's mission.

Section III. University Evaluation

1. The University will carefully evaluate the extent to which the production might offer educational or other worthwhile experiences for ECU students. The University encourages the use of students as extras and production assistants for on campus productions. The University also encourages representatives of production companies to make themselves available for classroom discussion of their work. A commercial production is generally defined as any scripted, non-news production.

Section IV. News and Media Productions

1. News and media crews are requested to coordinate all on campus activity through the ECU News Bureau.

Section V. Filming Procedure

1. Anyone wishing to film on campus for commercial purposes must submit in writing detailed information about the proposed project describing the nature/subject of the production, locations, dates and expected hours of shooting, number of people involved in each day's shooting, type of activity to be filmed, list of equipment and vehicles used in connection with the filming, the number, size and composition of structures involved, and any additional information requested by the Director of University Marketing. This information and a script must be submitted to the Director of University Marketing for review at least thirty (30) calendar days before the filming.

Section VI. Photography Procedure

1. A streamlined process will be applied to requests for still photo and simple video shoots. The following information concerning these projects must be submitted for consideration: client, purpose, desired location for shoot, and any additional information requested by the Director of University Marketing. This information must be submitted at least ten (10) calendar days in advance.

Section VII. Arrangements

1. The Director of University Marketing is responsible for all arrangements pertaining to a production on campus. All offices providing services that are involved, including parking, public safety, depend on this office to screen requests and make arrangements.

Section VIII. Walk-Through

1. A walk-through of all proposed shooting locations must be conducted with an appropriate University representative at least ten (10) days in advance of the desired shoot. After locations are given tentative approval, the production company must take part in an initial meeting with representative of all of the University departments involved.

Section IX. Liability

1. A commercial general liability insurance certificate with limits set by the University, naming East Carolina University and its employees and agents as additional insureds, must be filed with the Director of Marketing at least ten (10) calendar days prior to the first setup day. In addition, if the production company has three or more employees, it must furnish proof of Worker's Compensation insurance.

Section X. Damage Deposit

1. The University reserves the right to require production companies to pay a damage deposit prior to the arrival of any production vehicles on campus. The damage deposit will be refunded in full when the shooting locations are inspected by University officials and found to be in satisfactory condition.

Section XI. Location Fee

1. Each production company will be charged a location fee that will be determined on a case-by-case basis.

Section XII. Cost Reimbursement

1. All costs incurred by the university related to a production will be reimbursed by the production company.

Section XIII. Contractual Agreement

1. The University will consider a shoot approved when a contract has been signed. The contract must contain a hold harmless clause approved by the University Attorney. ECU must have the client's insurance certificate, damage deposit, and check for the full amount of location fee and other fees at least 48 hours before the first setup begins. At that point, the conditions in the contract become operative.

ARTICLE XXX. FIRE PREVENTION POLICY REGARDING DECORATIVE MATERIAL

*(Information provided by the ECU Office of Environmental Health and Safety,
www.ecu.edu/oehs June 2002)*

Reservations involving the use of candles, or other devices containing open flames, must be approved in advance by the Director of Student Center Operations or appointed designee. Contact the Event Planning Office in Mendenhall Student Center at 252-328-4731 for more information.

The use of decorative material in owned and leased facilities at East Carolina University must be in accordance with the following requirements:

1. No decorations, furnishings, or equipment that impairs visibility of an exit sign shall be permitted, nor shall there be any brightly illuminated sign (for other than exit purposes) or object in or near the line of vision of the required exit sign of such a character as to detract attention from the exit sign.
2. Draperies, curtains, and other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by complying with NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films.
3. Combustible decorative materials such as, but not limited to, cotton batting, paper, foam plastics, cloth, vegetation, moss, straw, hay, vines, split bamboo, leaves and similar material shall not be used unless the materials are flame resistant or treated with flame retardant material. Such flame resistance or flame retardance shall be documented and certified by the manufacturer in an approved manner.
4. Natural cut Christmas trees are prohibited unless approved by EH&S and properly treated with fire retardant material. Such flame resistance or flame retardance shall be documented and certified by the manufacturer in an approved manner.
5. Living trees in a balled condition with their roots protected by earth may be permitted provided they are maintained in a fresh condition and are not allowed to become dry. The tree shall be removed from the building whenever needles or leaves fall off readily when a tree branch is shaken or if the needles are brittle and break when bent between the thumb and index finger. The tree shall be checked daily for dryness.
6. Flame-retardant or flame resistive artificial trees are allowed.
7. No trees shall obstruct corridors, exit ways, or other means of egress.
8. When permitted, natural cut Christmas trees shall not be located near heating vents or other heating devices that could cause the tree to dry out prematurely or to be ignited.
9. Only UL listed lights and wiring shall be used on Christmas trees and similar decorations.

10. Portable heaters are prohibited unless provided by Facilities Services on a temporary basis.
11. Candles, open flame devices and pyrotechnic devices are prohibited from use inside of all University buildings. Exceptions to this policy may include but are not limited to approved laboratory and classroom activities (bunsen burners); food preparation areas; approved contractor, Facilities Services and departmental operations (torches, welding, etc.); and some initiation ceremonies and theatrical performances. All exceptions to this policy must be reviewed and approved by EH&S prior to the activity. Completion of a permit application may be required for approval.
12. Bulletin boards are prohibited in enclosed stairwells. Combustible material on existing bulletin boards should be minimized. New installations in corridors should be enclosed in glass with metal frame or wooden frame painted with fire retardant paint.
13. Furnishings or decorations of a highly flammable character shall not be used. This includes ordinary crepe paper and pyroloxin plastic decorations.
14. Decorations shall not exceed 20 percent of each individual door area.
15. All explosive materials and firearms are strictly prohibited on the premises in accordance with university policies and procedures concerning weapons on campus.
16. No pyrotechnical or other special effects devices using heat or flames will be allowed in the student center.

Section I. Exceptions

1. Any request for an exception to the provisions of this policy shall be in the form of a memorandum from the Department Chair. The memorandum shall identify the specific items(s) for which the exception is requested and the reason why the policy requirement should be waived. The Office of Environmental Health and Safety will approve or disapprove in writing.

ARTICLE XXXI. OUTDOOR GRILLING SAFETY TIPS

POLICY & PROCEDURES

Section I. PURPOSE

To ensure outdoor grilling safety precautions are used for Zero incidents (i.e., fires, burns, property damage, etc.) while in use. This document is not meant to substitute for original equipment manufacture or produce operating manuals.

The following are safety tips to consider when grilling outdoors using either charcoal or propane gas grills:

Section II. General Safety Points

1. Ensure emergency phone numbers are accessible (see list below).
2. Ensure the grill is level.
3. Grills should be placed 15-20 feet from mulch, trees, or any other flammable/combustible objects when being used.
4. Do not wear loose clothing while cooking.
5. Grills have the potential to cause serious burns and structure fires if they are used in a careless manor.
6. Never use gas or charcoal grills indoors due to fire hazards and carbon monoxide.
7. Keep grills away from combustibles at all times.
8. No smoking around lighter fluid for charcoal grills and propane gas tanks.
9. If using a gas grill, check hose integrity and connections to ensure gas is not leaking from the connections, cylinder or hoses. Hoses should be checked for cracking, brittleness, holes, leaks, etc. Apply soapy water to hoses and connections to reveal any leaks.
10. For gas grills, tubes that lead into the burner and the burner itself should be free of debris, insects, food and grease.
11. Use only equipment bearing the mark of an independent testing laboratory, i.e., UL (underwriters laboratory) approved. Follow the manufactures' instructions on proper set up, operation and maintenance.
12. Never store propane gas cylinders inside buildings.
13. Enforce at least a 3 feet clearance around the grill and cooking surface area.
14. For charcoal grilling, never add starter fluid when coals or kindling have already been ignited, and never use any flammable or combustible liquid other than charcoal starter fluid to initially ignite the fire.
15. Keep the grill clean and grease free. Grease fires are easy to start and do a lot of damage. They are also hard to extinguish.
16. Always keep a fire extinguisher close to the grill in case the fire "flares up" and/or becomes out of control. Use an "ABC" multi purpose or class "K" fire extinguisher.
17. Do not place combustibles too close to the heat, i.e., paper plates, cups, napkins, etc. or ever leave the cooking unattended.
18. If charcoal is used, when cooking is completed, coals should be fully extinguished before disposing of ashes. Coals should be left in the grill until extinguished supervised. Coals may also be placed in a metal container with a closing lid until extinguished. Coals may also be soaked in water in this container. The remaining

coals should not be placed on grass, pine straw or mulch, only brick, concrete, dirt or sand. Ensure a "fire watch" is present until coals are extinguished.

19. Liquid petroleum gas (LPG) is stored under pressure and is flammable. LPG should be properly secured at all times outside buildings.
20. Gas grills should be outfitted with an overfilling prevention device (OPD) to prevent filling. This is a new requirement as of April 1, 2002 applying from cylinders from 4-40 lbs. Any of the older cylinders with the old valves/connection points should not be used.
21. When gas grills are not in use, ensure the burner controls are turned to the "off" position.
22. Ensure grills have completely cooled before reinstalling protective covers.
23. For gas grills, always store cylinders outdoors with the relief valve in direct contact with vapor space, upright (vertical) position.
24. For gas grills, never store surplus or "back up" cylinders near the flame or under the grill.
25. For gas grills, ensure the spark igniter is consistently generating a spark in order to create a flame and burn the propane gas. If the flame is not visible, the heavier than air propane gas may escape and could cause an explosion, especially if gas builds up, then the spark ignites.

Section III. Emergency Contact Numbers:

1. ECU PD 911 or 328-6150 (if using a cellular phone)
2. Greenville Fire and Rescue (GFR) 329-4390
3. ECU EH&S 328-6166
4. ECU Campus Emergency Information 328-0062

For additional Food Service Information, sanitation, etc., contact or go to the following websites: www.ecu.edu/oehs/FoodSafety/FoodSafetyMain.htm and www.ecu.edu/dining/

ARTICLE XXXII. SOUND POLICY

1. Amplified sound is defined as any sound that is broadcast through electronically amplified equipment or sound that is electronically enhanced. This includes the use of any type of electrical sound equipment from large amplifiers to portable stereo systems.
2. Amplified sound is not allowed in the following areas from 8 a.m. until 10 p.m. Monday – Friday and 8 a.m. until 5 p.m. on Saturday due to their proximity to classrooms or study areas:
 - a. Science & Technology plaza area
 - b. Joyner Library sonic plaza area
 - c. Rivers Building plaza area
 - d. Wright Plaza area
3. Amplified sound is restricted in the following areas from 8 a.m. until 6 p.m. Monday – Friday due to their proximity to residence halls, classrooms or study areas:
 - a. Mendenhall Student Center brickyard area
 - b. Mendenhall Student Center dining hall entrance area
 - c. Mall area
 - d. Todd Dining Hall entrance area
 - e. Jones Hall plaza area
 - f. Jarvis Hall back yard area
 - g. Alumni Lane road area
4. Amplified sound is not allowed in the following areas except during official University events arranged by or with the approval of the Chancellor's office.
 - a. Wright Circle/Fountain area
 - b. Whichard side yard area
 - c. Fifth Street yard area (beside Spilman)
 - d. Fifth Street yard area (in front of Jenkins)
5. Amplified sound is allowed in the following areas:
 - a. Bottom of College Hill area
 - i. Point the sound the direction of the university (towards main campus) due to city noise ordinance.
 - b. Athletic grounds
 - c. Recreation field area
6. Exceptions to these time restrictions may be requested and approved by a designated University official or representative. Notice of the exception will be provided to affected offices, departments and residence halls as needed.
7. No amplified sound is allowed in any outdoor campus area after 12 midnight without prior approval by a designated University official or representative.
8. All outdoor events are subject to the noise ordinance of Greenville as well as any specialized policies for the specific area being used.

9. The performing groups, sound amplification providers, and the sponsoring campus organizations must acknowledge awareness of and adherence to all sound policies by including agreement to this policy in the contract when scheduling an event.
10. If in the judgment of a designated University official or representative, the sound is too loud, the group will be asked to lower the volume. It is expected that the sound will be lowered to an acceptable level. If a second warning must be issued, the group will be asked again to lower the volume to an acceptable level. There will not be a third warning. If the volume is exceeded a third time, ECU police will be called and the event will be terminated.
11. These policies shall also apply to non-amplified activities that are held in outside campus areas where sounds such as crowd noise can be heard within a building.
12. Failure to comply with these sound policies will result in a \$100 fine for the organization. If the fine is not paid within 30 days of notification, the organization shall lose the privilege of sponsoring an event until the fine is paid. All fine revenues are donated to the Student Loans program.
13. If generator is required, it can be rented from an outside vendor (at the cost of the group reserving the space) or submit a work order to the ECU Electrical Shop to provide electrical hook up.

ARTICLE XXXIII. North Carolina Fire Prevention Code Requirements For Tents and Canopies Erected On State Property

The NC Fire Prevention Code (NCSFC) requires tents, canopies and other membrane structures to be evaluated for fire and life safety and a permit issued prior to the event. For all State-owned property the NC Department of Insurance (DOI) is responsible for that evaluation and granting of a permit. Upon obtaining satisfactory evidence that the proposed structure will be in accordance with minimum Code requirements, NCDol issues a permit in the form of a signed approval letter (or an E-mail). DOI's approval merely acknowledges Code compliance and does not constitute an agreement for use of the space. That is obtained from the Department of Administration or the owning agency/university.

The following apply when planning to erect tents, canopies or other membrane structures:

1. Any tent over 200 square feet (SF) or canopy in excess of 400 SF requires a permit and approval from a fire code official.
2. All such structures are to be certified as either being composed of flame resistant material or treated with a flame retardant.
3. In addition, any such structure which can be occupied by more than 50 persons is to have a detailed floor plan submitted indicating the seating arrangement, means of egress, and any cooking, cooling, heating or electrical equipment. If the occupancy exceeds 200 persons, auxiliary emergency power is required. NOTE: The occupancy is to be calculated using the North Carolina State Building Code (NCSBC) Table 1004.1.2 with 5 SF per person for standing, 7 SF per person for seating, and 15 SF per person for table and chairs.
4. The plans are to also indicate the location of the required 20 foot wide fire access lane around the structure, the 20 foot separation between tents, canopies, membrane structures, lot lines, buildings line, parked vehicles, or internal combustion engines.
5. Please refer to NC State Fire Code Chapter 24 for additional code requirements and guidance.
6. The plans are to indicate if the tents and other structures will have flaps or not. This determines the placement of exit signs, fire extinguishers, and other life safety equipment. Smoking is not allowed within these structures.
7. Open flames or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking devices or any unapproved equipment are not allowed inside or within 20 feet of such structures while open to the public.
8. In addition to the above, restrooms accommodations are to be provided for the public and accessibility features provided for the disabled.

The owner must direct the event organizer to submit plans for the event to DOI, at the address below. This must be done as soon as the event is scheduled to allow time for our review and for the vendor to respond to any resulting questions and/or possible site visit by one of our staff to better assess the plan. If the owner or vendor does not submit

their plans to DOI soon enough to allow a reasonable time for evaluation and approval, the event can not be approved and must be either rescheduled or cancelled.

If a situation arises where it is necessary for DOI to ask the local building official to review the event plans and/or inspect the structure on our behalf (e.g., due to a time or location issue), the cost for such local government inspection permit will be borne by the owner or event organizer, as applicable.

If there are any questions, please contact us at 919-661-5880 and ask to speak to a State Property Code Consultant. Our mailing address is State Property Plan Review, 1202 Mail Service Center, Raleigh, NC 27699-1202. Plans can be delivered to 322 Chapanoke Rd. Suite 200, Raleigh or faxed to 919-662-4414.

20 JUNE 2007

ARTICLE XXXIV. SPECIAL EVENT CEREMONY(IES) OF UNIVERSITY FACILITIES

Section I. PURPOSE:

Any special event ceremony of university facilities is considered an institutional event. The purpose of this policy is to circumscribe who may authorize and who may facilitate these ceremonies.

Section II. DEFINITIONS

For the purpose of this policy, these terms have the following meanings:

1. A "special event ceremony" includes, but is not limited to, events, such as a ground-breaking, topping-out, dedication, grand-opening, naming, or other event of or for a university facility *for which external audiences are invited*. This policy does not refer to regular on-going academic or administrative events of the unit (i.e., lectures, forums, workshops, etc.).

2. "University Facility" means a campus building or facility owned by the state of North Carolina and constructed with public or private funds or from self-liquidating sources.

Section III. POLICY:

1. Only the Chancellor or the Chancellor's designee may authorize ceremonies involving university facilities.

2. A division, college, school, unit, department, office, individual, or other entity that wishes to host a ceremony involving any university facility must first make a written request to the Office of the Chancellor and must receive from the Office of the Chancellor written authorization for the event.

3. The Office of Special Events shall facilitate these ceremonies. This includes all event details such as scheduling, guest lists, invitations, advertisement, signage, banners, parking, food and beverage, vendors, security, and speakers.

4. If an entity needs assistance in making the request to host a ceremony involving any university facility or in interpreting this policy, the entity may contact the Office of the Chief of Staff or the Office of Special Events.

Prepared By: Austin Bunch Approved By: Executive Council June 18, 2007	Effective Date: June 18, 2007 Application: This policy applies to any special event ceremony of a university facility scheduled on or after the effective date. Supersedes:	Page: 42 of 1
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ARTICLE XXXV. INVITATIONS TO ELECTED OFFICIALS FOR SPEAKING AT THE INSTITUTION

Section I. PURPOSE:

Any invitation to elected or public officials for speaking on campus requires approval from the Office of the Chancellor or requires sharing of information with the Chancellor's Office. The purpose of this policy is to circumscribe who may authorize and who may issue these invitations and when sharing of information is required.

Section II. DEFINITIONS:

For the purpose of this policy, these terms have the following meanings:

1. An elected or public official is any person who serves in a public office at the local (city or county), state, or federal level.
2. An "invitation to an elected or public official for speaking at a special event ceremony" includes, but is not limited to invitations to speak at campus-wide institutional events, such as convocation, commencement, and/or a special event ceremony (dedications, grand-openings, naming of facilities, or other events for which external audiences are invited).
3. An "invitation to an elected official to speak at a unit event" refers to academic or administrative events of a unit that is primarily for internal participants (i.e., lectures, forums, workshops, etc.).

Section III. POLICY:

1. Invitations to elected or public officials for speaking at a special event ceremony must be authorized by the Chancellor or the Chancellor's designee. Such invitations are to be issued by the Chancellor.
2. A division, college, school, unit, department, office, individual, or other entity that wishes to have an elected or public official speak at a unit event must first make a written request to the Office of the Chancellor and must receive from the Office of the Chancellor written authorization to extend the invitation. Such invitations may come from the unit head or the designee.
3. If any member of the University needs clarification on this policy, they may contact the Chief of Staff in the Chancellor's Office.

Prepared By: Austin Bunch	Effective Date: June 18, 2007	Page: 43 of 1
Approved By: Executive Council June 18, 2007	Application: This policy applies to any invitations to elected officials for speaking at the institution on or after the effective date. Supersedes:	

APPENDIX

APPENDIX A: Process for Checking Identification During a Social Event at Mendenhall Student Center

1. Come to the Mendenhall Event Planning Office (154 A&B Mendhall Student Center) to check out the ID supplies (ID collection box, guest sign-in sheet, markers, stamps). Supplies must be checked out no later than 5 PM the day before the social event by the advisor. If the advisor is not able to physically check out supplies, he/she may send an email (MSCEVENTPLANNING@ecu.edu) to the MSC Event Planning Office at least 24 hours in advance to have a representative from the host organization pick up supplies.
2. Arrive to the social event at least ½ hour before the event begins. Place the appropriate signs (in the supply box) on the check-in table and set up the table to expedite check-in of guests and students.
3. As students and guests arrive, collect IDs for students and guests and file them by last name under the appropriate alphabet. IDs will be re-distributed as guests leave or at the end of the social event.
4. Clip student and guest IDs together and file under student's last name. When student leaves, the guest must also leave with the student.
5. Have guests complete the information on the sign-in sheet before entry is granted.
6. The ECU student that is hosting the guest, must initial on the sign-in sheet.
7. Mark the guests' and students' hand with the appropriate mark. Circles ("O") for ECU students and "X" for guests.
8. Students and guests go through appropriate security checkpoints and metal detectors.
9. As guests and students begin to leave, please redistribute their IDs, making sure to match the ID with the correct student.
10. Please turn in the ID supplies to the Mendenhall Event Planning Office no later than 5 PM the Monday following the event.

Appendix B: Event Planning & Conference Services Top Ten Reasons to Use WebViewer

www.events.ecu.edu/msc

1. Check the availability of space online
2. Know what's going on in MSC with the online calendar in an instant
3. Make reservation requests in your pajamas
4. See resources available in individual rooms
5. Make changes to your event request
6. No waiting in line
7. Contact everyone who needs to know about your event
8. Never worry about dropped calls
9. Set reminders for yourself and other members of your organization.
10. Don't have to find a parking space near MSC

Appendix C: Hendrix Theatre Event Information Request Form

Organization Information

Organization name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Fax Number: _____

Budget Code (if university group): _____

Event Information

Name of Event: _____

Date of Event: _____

Exact event start time: _____

Length of event: _____

How Much set-up time do you require before your event begins? _____

Will you need any rehearsal time? _____ If yes, how much time? _____

How large of a crowd are you expecting? _____

Special Equipment Information

Will your event require the use of a spotlight? _____

If sound reinforcement is needed, please circle which applies

Microphone(s) #____ Wireless Microphone(s) #____ CD Player DVD Player Cassette Player

Please list any additional equipment that you will need for this show.

Will you be using the curtain? Yes No

Sales Information

Will you be selling tickets in advance? Yes No

Will you be selling tickets at the door? Yes No

Will you be selling merchandise at the show? Yes No

****If any of this information changes, please contact the Event Planning & Conference Services Office (252) 328-4731 as soon as possible.**

Appendix D: Wright Auditorium Event Information Request Form

Organization Information

Organization name: _____

Contact Person: _____

Address: _____

Phone Number: _____ Fax Number: _____

Budget Code or billing address: _____

Event Information

Name of Event: _____

Date of Event: _____ Exact event start time: _____

Length of event: _____

How much set up time will be required before your event time? _____

Day and Time of rehearsal (if needed): _____

How large of a crowd are you expecting? _____

Special Equipment Information

Will your event require the use of a spotlight(s)? _____

If sound reinforcement is needed, please circle which:

Podium with sound Microphone(s) # _____ Wireless Microphone(s) # _____ CD Player DVD Player

Please list any additional equipment that you will need for this show. _____

Will you be using the curtain? _____

Do you need the use of any dressing rooms? _____

Sales Information

Will you be selling tickets in advance? _____

Will you be selling tickets at the door? _____

Will you be selling merchandise at the show? _____

* House rules require a commission of twenty percent (20%) payable to East Carolina University of all sales of souvenirs, programs, cassettes, and compact discs. An additional five percent (5%) will be charged if University furnishes a salesperson. Presenter's representative will give the House Manager an inventory of items prior to sales and will check out with the House Manager at the close of sales at each performance.

****Please note that the Wright Auditorium Friends Lounge is not available for use.**

****If any of this information changes, please contact the Reservations Office (252) 328-4731 as soon as possible.**



Mendenhall Student Center
Appendix E: Dance Reservation Request Form

Name of Sponsoring Organization: _____

Name of Applicant: _____

Email address: _____

Dorm/Room# (if resident): _____ Phone: _____

Date Requested: _____ Time: 10:00pm-1:30am

Location: [] Social Room [] Great Rooms

DJ Name: _____

Band Name: _____

I have received, read, and understand all of the rules and guidelines concerning dances. I understand it is my responsibility to share this information with my organization. I also understand that failure to follow guidelines and/or cooperate with MSC personnel may result in having the dance closed early and/or loss of privilege for my organization to sponsor future dances. I also understand that approved dances are subject to rescheduling or cancellation if necessary.

Applicant Signature Date

Advisor Signature Date

Assistant Director of Operations Date

MSC Event Planning Office Use Only

Room Usage Fee Applies? [] Yes [] No Date & Amount Collected: _____
Paid by [] Cash [] Check [] Banner [] M.O.

Security Fee Applies? [] Yes [] No Date & Amount Collected: _____
Paid by [] Cash [] Check [] Banner [] M.O.

Notes: _____



**WORK SCHEDULE
 FOR ORGANIZATIONS SPONSORING DANCES**

Organization Name: _____

Organization Representative: _____

Email address: _____

Phone#: _____

(Please list below the names of workers for each time period)

WORK SCHEDULE

Responsibilities	10:00pm-11:00pm	11:00pm-12:00am	12:00am-1:30am
<u>MSC Event Planning Staff</u>			
<u>Check and collect I.D.'s (ADVISOR)</u>			
<u>Sign in guests</u>			
<u>Collect money</u>			
<u>Stamp hands</u>			

- * This form must be returned to the Events Planning Office **48 hours** prior to the dance. Failure to return this form by this time may result in cancellation of the dance. The dance will not be rescheduled if cancelled due to organization negligence.
- * One person **cannot** be assigned two (2) duties in the same hour.
- * Organizations that fail to provide the above work force (minimum of four workers) are subject to one or more of the following penalties:
 - Cancellation of dance
 - Early closing of dance
 - Losing future dance privileges

I have read, understand, and agree to abide by set guidelines for the use of Mendenhall Student Center, conducting fund raisers, and sponsoring dances. I also understand the penalties for not following these guidelines.

 Signature of Representative

 Date

 Advisor Signature Date

 Assistant Director of Operations
 For Event Planning & Conference Services

 Date

East Carolina University
Environmental Health and Safety
Appendix F: Application for Use of Open Flame Devices

Please print clearly.

Applicant's Name: _____ Applicant's Address: _____ _____ _____ Applicant's Telephone Number: () _____ - _____

Location where device will be used:

Building Name: _____ Campus: _____

Room Number: _____

Date(s) of use: _____ To _____ To _____ To _____

Hours of use: _____ To _____ To _____ To _____ To _____

Date(s) of use: _____ To _____ To _____ To _____

Hours of use: _____ To _____ To _____ To _____ To _____

Describe in detail the following:

1) Reason for request: _____

2) Equipment/Open Flame Device to be used: _____

3) Ignition/Extinguishing Procedure: _____

4) How close is the nearest smoke detector: _____

5) Is facility fully sprinklered? YES NO

6) Are scenery, decorations, etc. flame resistant material? YES NO

Authorized Signature: _____ Telephone #: _____ Print Name of Authorized Signature: _____ Date: _____



Single Space Planning Form

Event Planning & Conference Services 8 Mendenhall Student Center 252-328-4731 252-328-4785 (FAX)

Contact Information

ALL fields must be completed before a reservation can be made.

Sponsoring Organization: _____

- Student Organization
- Department
- Non-University

Contact Name: _____

Phone: _____ Cell Phone: _____ Email: _____

Event Information

1. Title: _____

2. Start Time: _____ End Time: _____

3. Date: _____ Alternate Date: _____

4. Type of Event:

- Meeting
- Banquet
- Dance/ Party
- Concert/ Band
- Conference
- Speaker
- Other: _____

5. Expected Attendance: _____ **FOAP:** _____

(required for all reservations)

6. Admission Charge: Yes No

Note: When charging admission, there is a MSC usage fee that your organization is responsible for.

7. MSC Room(s)

Preferred: _____

Room subject to change due to availability, resources required, etc.

8. Desired Setup:

- Classroom
- Auditorium
- Open Space
- Banquet (w/o head table)
- Banquet (w/ head table)
- Closed Square
- U-shape
- Other: _____ (include diagram if possible)

9. Equipment Needs:

- Laptop
- LCD Projector
- Screen
- Microphone
- Podium
- DVD/ TV
- Other: _____

10. Catering: Yes No

Requestor is responsible for contacting ARAMARK for all catering arrangements. 252-328-4756. ALL catering MUST be provided by ARAMARK for events at Mendenhall Student Center, including the Brickyard area.

Signature: _____ Date: _____

SIGNATURE CONFIRMS THAT ALL INFORMATION IS CORRECT



Appendix H

Series Space Planning Form

Event Planning & Conference Services 8 Mendenhall Student Center 252-328-4731 252-328-4785

(FAX)

Contact Information

ALL fields must be completed before a reservation can be made.

Sponsoring Organization: _____

- Student Organization
- Department
- Non-University

Contact Name: _____

Phone: _____ Cell Phone: _____ Email: _____

Event Information

1. Title: _____

2. Start Time: _____ End Time: _____

3. Type of Event:

- Meeting
- Banquet
- Dance/ Party
- Concert/ Band
- Conference
- Speaker
- Other: _____

4. Expected Attendance: _____ **FOAP:** _____

(required for all reservations unless you are a student organization)

5. Admission Charge: Yes No

Note: When charging admission, there is a MSC usage fee that your organization is responsible for.

6. MSC Room(s) Preferred: _____

Room subject to change due to availability, resources required, etc.

7. Desired Setup:

- Classroom
- Auditorium
- Open Space
- Banquet (w/o head table)
- Banquet (w/ head table)
- Closed Square
- U-shape
- Other: _____ (include diagram if possible)

8. Equipment Needs:

- Laptop
- LCD Projector
- Screen
- Microphone
- Podium
- DVD/ TV
- Other: _____

9. Catering: Yes No

Requestor is responsible for contacting ARAMARK for all catering arrangements. 252-328-4756. ALL catering MUST be provided by ARAMARK for events at Mendenhall Student Center, including the Brickyard area.

Months and Dates Requesting

Space can only be reserved one semester in advance.

Month: _____ Dates: _____

Signature: _____ Date: _____

SIGNATURE CONFIRMS THAT ALL INFORMATION IS CORRECT

APPENDIX I

So, You've Got a Room..... Now What???

A few things to think about when planning your event....

- ❖ What kind of setup do you need? (Auditorium style, banquet style with round tables, classroom style, etc)
- ❖ Do you have any equipment needs? (Microphones, Power Point, etc)
- ❖ Will you be having food at your event?
 - Contact ARAMARK at 328-4756 to arrange your catering needs!! They are the ONLY approved food vendor for MSC.
- ❖ How large is your event?
 - For major or large events, a meeting with Event Planning is required a month in advance of your event date.
 - Having a party?? Security is REQUIRED for ALL parties in MSC. (There is a fee for security. Contact Event Planning for questions.)
- ❖ What time will you need access to the room?
- ❖ Will you be decorating?
 - MSC does have a decorations policy. You can find it online in the Event Planning Manual or contact the Event Planning Office for questions.
- ❖ Will you have special guest speakers or entertainment coming?
 - Will they need a dressing room?
 - Will they need to use our sound equipment?
- ❖ Is your event outside?
 - Did you remember to reserve a rain site inside MSC in case of inclement weather?
 - Will you need tables, chairs or trashcans? (That equipment comes from a different location. Please ask the Event Planning Office about the details.)
 - YES! The food policy applies to outside! Contact ARAMARK for your catering needs, 328-4756.

APPENDIX J: Student Organization Event Planning FAQ'S

Will any event that I enter in web viewer or submit to the Event Planning Office be approved?

Not necessarily. Events may **not** be approved for a variety of reasons; including, but not limited to, space availability, departmental or campus-wide policies and procedures, the location, nature or type of event.

In order for events to be approved, they must adhere to the guidelines in the Mendenhall Student Center event planning manual (which is available in PDF form at <http://author.ecu.edu/cs-studentlife/universityunions/MSC-Event-Planning.cfm>) and to any policies, procedures, rules and laws administered by East Carolina University, local, state or federal government. If you have any questions about whether or not your event will be approved, you may contact the Event Planning Office at 252-328-4731 or MSCEVENTPLANNING@ecu.edu.

**Tip: If you think it will not be approved, it probably will not. Please exercise discretion.*

Will my group's allocated SGA funds cover all of my event expenses?

Not all of them. Labor charges (i.e., Security, technicians, etc.) are not included in allocated SGA funds. These fees will have to be paid through a non-ECU, outside bank account. All fees (paid by SGA or an outside financial institution) must be paid to the Event Planning Office at least 24 hours prior to your event or the event will be cancelled.

How do I use my SGA funds to cover other event expenses?

Go to the Student Organization Center and complete a pre-approval form. This must be done at least 10 days prior to your event. Once the form is completed and approved, bring a copy of the form to the Event Planning Office (154 A&B Mendenhall Student Center) in order to finalize your event plans.

What do I do if I want to cancel or reschedule the organization event?

Call the Event Planning Office immediately at 252-328-4731! This avoids incurring charges such as labor charges. If you want to reschedule, please have the new date in mind when contacting the office. We require that cancellation occur at least 48 hours in advance of the event, except in very extreme and emergency situations (i.e., acts of nature).

Can I post a flier of my approved event in Mendenhall?

Sure! Below is the flier policy as stated in the Mendenhall Event Planning Manual:

*Only notices of events sponsored by university registered student, faculty, or staff organizations will be posted in the student center. Locations of events/notices posted shall be held on university property. All notices posted shall include sponsor's name and telephone number. **There are two locations for this purpose located on the ground floor. All posters, notices, etc. to be posted in the student center must be submitted to the Welcome Center**; the Director of Student Center Operation or appointed designee will review submitted items. If approved, items will be date stamped and posted on the bulletin boards on the ground floor. Items found on the bulletin boards without date stamp and elsewhere in the student center or on the exterior of the facility without the stamp will be removed by the student center staff. All outdated posters, notices, etc. will be removed promptly by student center staff.*

APPENDIX K:

EAST CAROLINA UNIVERSITY

TENT / CANOPY PERMIT APPLICATION

The NC Fire Prevention Code requires tents, canopies and other membrane structures to be evaluated for fire and life safety and a permit issued prior to the event. For all State-owned property the NC Department of Insurance (NCDI) is responsible for that evaluation and granting of a permit. Upon obtaining satisfactory evidence that the proposed structure will be in accordance with minimum Code requirements, NCDI issues a permit in the form of a signed approval letter/E-mail. Applicants must submit completed application with required attachments to Environmental Health & Safety (EH&S) at least 30 days prior to event. EH&S will submit to NCDI for review/approval and provide notification to applicant regarding status of the permit. For questions/additional information please contact EH&S at 328-6166.

SECTION I. EVENT INFORMATION

APPLICANT'S NAME:	DEPARTMENT:
PHONE NUMBER:	E-MAIL ADDRESS:
EVENT ADDRESS/LOCATION:	
NAME/TYPE OF EVENT:	
TENT/CANOPY SET UP DATE:	EVENT DATE(S):

SECTION II. TENT/CANOPY CHECKLIST

Please indicate if application is for: **TENT** SIZE OF TENT OR CANOPY:
 CANOPY Proposed Occupant Load:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Has authorization for use of the space been secured from appropriate University department(s)?
<input type="checkbox"/>	<input type="checkbox"/>	Is tent >200 square feet or canopy >400 square feet? If yes, permit is required.
<input type="checkbox"/>	<input type="checkbox"/>	Is tent/canopy certified as either flame resistant material or treated with flame retardant? (Certificate provided by manufacturer or vendor and material labeled.)
<input type="checkbox"/>	<input type="checkbox"/>	Are 20 foot fire lanes provided around the tent/canopy?
<input type="checkbox"/>	<input type="checkbox"/>	Is 20 foot separation provided between structure and other tents, canopies, lot lines, building lines, parked vehicles, or internal combustion engines? For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the tent/canopy.
<input type="checkbox"/>	<input type="checkbox"/>	Does the tent/canopy have flaps? If yes, please describe:
<input type="checkbox"/>	<input type="checkbox"/>	Are means of egress from tent/canopy maintained free of obstructions and are aisle clearances of at least 44 inches provided in the tent/canopy where appropriate?
<input type="checkbox"/>	<input type="checkbox"/>	Are open flames and other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking devices maintained at least 20 feet away from tent/canopy? (Operations such as warming of foods and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.)
<input type="checkbox"/>	<input type="checkbox"/>	Are areas inside and within 20 feet of the structure maintained clear of all combustible materials or vegetation that could create a fire hazard?
<input type="checkbox"/>	<input type="checkbox"/>	Is smoking prohibited in tent/canopy?
<input type="checkbox"/>	<input type="checkbox"/>	Are appropriate restroom accommodations provided for the event?

<input type="checkbox"/>	<input type="checkbox"/>	Are accessibility features provided to accommodate disabled event attendees?
<input type="checkbox"/>	<input type="checkbox"/>	Will tent/canopy be maintained in good condition and adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing?
<input type="checkbox"/>	<input type="checkbox"/>	Will event staff be on duty prior to and during events to monitor conditions in and adjacent to tent/canopy and assist with evacuation in the event of an emergency?
<input type="checkbox"/>	<input type="checkbox"/>	Has internal review been performed by EH&S (call 328—6166 to schedule evaluation).
SECTION III. REQUIRED ATTACHMENTS		
<input type="checkbox"/>		Certificate of Flame Resistance.
<input type="checkbox"/>		Floor plan identifying seating arrangement, means of egress, and any cooking, cooling, heating or electrical equipment.
<input type="checkbox"/>		Site plan showing tent/canopy location with 20 foot separation between other structures, tents, canopies, parked vehicles, open flames, cooking devices. (For the purpose of determining required distances, support ropes should be considered part of the tent/canopy)

Appendix L: External Wright Auditorium Fees/Information

Base Rental Fee **\$1,000 per day**

(With audio package of

(Additional equipment can be rented for an additional charge)

Technicians (Minimum of 2 per event/sound and lights)	\$10.00 per hour per person
Slide Projector System	\$50.00 per day
Stage Crew (Load In/Load Out)***	\$10.00 per hour per person
Spots	\$25.00 ea. per show
Dance Floor	\$250.00 per day
Grand Piano (including tuning)	\$150.00 per day
Upright Piano (including tuning)	\$75.00 per day
Video Projection System	\$125.00 per day
Bandshell	\$50.00
Piano Tuner on site	\$60.00

***Load In/Load Out must be supervised

Non-Regulated Charges

Housekeeping <i>(1 male and female on duty during event, plus before and after for cleanup)</i>	\$19 per hour with 12 hr. minimum
Police Officers	\$35.00/hr. per Officer (no. assigned based on event)
Ushers <i>(Minimum of 8, Provided by Wright)</i>	\$300.00 per performance
Liability Insurance Policy <i>(ECU Must be listed as co-insured and we must have a copy of policy)</i>	\$3,000,000.00 Minimum

20% of sales (tapes, records, t-shirts, etc.) payable at end of event.
 5% additional if we supply salesperson.
 All rentals end at midnight, \$100 per hour after 12:00AM billed in full hour block at 15 past each hour.

Appendix M: Student Organization Fees & Information for Wright Auditorium

(For events where tickets will be sold)

Base Rental Fee (With package of audio visual & equipment)	\$100 per day
Technicians (Minimum of 2 per event/sound and lights)	\$10.00 per hour per person
Stage Crew (Load In/Load Out)***	\$10.00 per hour per person
***Load In/Load Out must be supervised	
<u>Non-Regulated Charges</u>	
Housekeeping (1 male and female on duty during event, plus before and after for cleanup)	\$305.00 flat rate per show
Police Officers	\$35.00 per officer (# assigned based on event)
Ushers (Minimum of 8, Provided by Wright)	\$300.00 per performance
Liability Insurance Policy (ECU Must be listed as co-insured and we must have a copy of policy)	\$3,000,000.00 Minimum
20% of sales (tapes, records, t-shirts, etc.) payable at end of event. 5% additional if we supply salesperson.	

Appendix N: Campus Department Fees & Information for Wright Auditorium

Base Rental Fee (With audio package of	\$250 per day
Technicians (Minimum of 2 per event/sound and lights)	\$10.00 per hour per person
Stage Crew (Load In/Load Out)***	\$8.15 per hour per person
***Load In/Load Out must be supervised	
<u>Non-Regulated Charges</u>	
Housekeeping minimum <i>(1 male and female on duty during event, plus before and after for cleanup)</i>	\$19.00 per hour for a 12 hour
Police Officers	\$35.00 per Officer (# assigned based on event)
Ushers <i>(Minimum of 8, Provided by Wright)</i>	\$300.00 per performance
Liability Insurance Policy <i>(ECU Must be listed as co-insured and we must have a copy of policy)</i>	\$3,000,000.00 Minimum
20% of sales (tapes, records, t-shirts, etc.) payable at end of event. 5% additional if we supply salesperson.	

Appendix O: External Agency/Co-sponsorship Fees & Information for Wright Auditorium

Base Rental Fee (With audio package of	\$800 per day
Technicians (Minimum of 2 per event/sound and lights)	\$10.00 per hour per person
Slide Projector System	\$50.00 per day
Stage Crew (Load In/Load Out)***	\$10.00 per hour per person
***Load In/Load Out must be supervised	
<u>Non-Regulated Charges</u>	
Housekeeping <i>(1 male and female on duty during event, plus before and after for cleanup)</i>	\$19 per hour with a 12-hour minimum
Police Officers	\$35.00 per Officer (# assigned based on event)
Ushers <i>(Minimum of 8, Provided by Wright)</i>	\$300.00 per performance
Liability Insurance Policy <i>(ECU Must be listed as co-insured and we must have a copy of policy)</i>	\$3,000,000.00 Minimum
20% of sales (tapes, records, t-shirts, etc.) payable at end of event. 5% additional if we supply salesperson.	

Appendix P: Internal Charges for Use of the University Facilities Mendenhall Student Center

- Internal Agencies of the University (such as: Departments and Student Registered Organizations) not charging either a registration fee, special course fee or selling tickets will not be charged a user fee.
- Internal Agencies of the University (such as: Departments and Student Registered Organizations) charging either a registration fee, special course fee or selling tickets will be charged a user fee under the following structure.

<u>Location</u>	<u>Day</u> (4 - 12 hours) <u>User fee</u>	<u>Half-Day</u> (Up to 4 hours) <u>User fee</u>
Hendrix Theatre	\$175*	\$125*
Great Room	\$125	\$100
Great Room 1 or 2 or 3	\$100	\$50
Great Room 3a or 3b	\$50	\$30
Social Room	\$100	\$75
Auditorium 244	\$100	\$75
Multipurpose Room	\$100	\$75
Conference Room #221	\$75	\$35
Small Conference Rooms	\$30	\$25
Bandshell	\$75	\$75
Bandshell (if moved)	\$125	\$125

* plus applicable CENTRAL TICKET OFFICE (CTO) fees for ticketed events

revised: June 14, 2010

Appendix Q: External Charges for Use of the University Facilities Mendenhall Student Center

External Agencies will be charged a user fee under the following structure (Students and non-registered Student Organizations are charged under this fee structure, as well as ECU staff who are using space for personal use).

<u>Location</u>	<u>Day</u> (4 - 12 hours) <u>User fee *</u>	<u>Half-Day</u> (Up to 4 hours) <u>User fee *</u>
Hendrix Theatre	\$400	\$300
Great Rooms	\$300	\$250
Great Room 1 or 2 or 3	\$125	\$100
Great Room 3a or 3b	\$75	\$60
Social Room	\$175	\$125
Auditorium 244	\$175	\$125
Multipurpose Room	\$175	\$125
Conference Room #221	\$100	\$75
Small Conference Rooms	\$35	\$25
Bandshell	\$125	\$125
Brickyard	\$100	\$100

* plus applicable CENTRAL TICKET OFFICE (CTO) fees for ticketed events

Discounts for Consecutive Day Rental

	<u>Full Day Discount</u> (above 4 hrs./max 12 hrs)	<u>Half-Day</u> (Up to 4 hrs)
3-6 Days	10%	5%
7 or more	15%	10%

Revised: June 14, 2010

Revised: 6/15/10

Appendix R: Non-profit Expenses for Use Mendenhall Student Center

Non-profit Agencies not charging any registration fee, admission, or taking an offering or donation for or at the event:

<u>Location</u>	<u>Day</u> (4 - 12 hours) <u>User fee *</u>	<u>Half-Day</u> (Up to 4 hours) <u>User fee *</u>
Hendrix Theatre	\$250	\$175
Great Room	\$200	\$150
Great Room 1 or 2 or 3	\$75	\$50
Great Room 3a or 3b	\$50	\$35
Social Room	\$100	\$75
Auditorium 244	\$100	\$75
Multipurpose Room	\$100	\$75
Conference Room #221	\$60	\$45
Small Conference Rooms	\$20	\$15
Bandshell	\$100	\$100

Discounts for Consecutive Day Rental

	<u>Full Day Discount</u> (above 4 hrs./max 12 hrs)	<u>Half-Day</u> (Up to 4 hrs)
3-6 Days	10%	5%
7 or more	15%	10%

Revised: June 14, 2010

Appendix S: Non-profit Expenses for Use Mendenhall Student Center

Non-profit Agencies charging any registration fee, admission, or taking an offering or donation for or at the event:

<u>Location</u>	<u>Day</u> (above 4 hrs./max 12 hrs) <u>User fee *</u>	<u>Half-Day</u> (Up to 4 hrs) <u>User fee *</u>
Hendrix Theatre	\$350	\$250
Great Room	\$250	\$200
Great Room 1 or 2 or 3	\$90	\$65
Great Room 3a or 3b	\$65	\$50
Social Room	\$150	\$100
Auditorium 244	\$150	\$100
Multipurpose Room	\$150	\$100
Conference Room #221	\$75	\$60
Small Conference Rooms	\$25	\$20
Bandshell	\$100	\$100

* plus applicable CENTRAL TICKET OFFICE (CTO) fees for ticketed events

Discounts for Consecutive Day Rental

	<u>Full Day Discount</u> (above 4 hrs./max 12 hrs)	<u>Half-Day</u> (Up to 4 hrs)
3-6 Days	10%	5%
7 or more	15%	10%

Revised: June 14, 2010

Revised: 6/15/10

Appendix T: External Additional Charges for MSC Rooms and Hendrix**Equipment:**

Bandshell	\$125.00
Piano (Baby Grand), including tuning (additional cost if moved)	\$100.00
LCD Projector & Laptop Package	\$50.00
Portable Staging:	
• 8x8	\$25.00
• 16x16	\$50.00
• 12x24 (Great Rooms only)	\$130.00

Personnel (estimated):

Police Officer (per officer)	\$30.00 per hour
Student Technician	\$10.00 per hour
Ushers	\$8.00 per hour

Early Opening/Late Closing

(effective July 1, 2006):

\$70 per hour

Appendix U: Central Ticket Office Fees External Agency

Box Office Charges: For sale of tickets, the Presenter shall pay the CENTRAL TICKET OFFICE (CTO) for use of facilities and staff as follows:

1. **Gross Ticket Sales**: nine percent (9%)
2. **Complimentary Tickets**: \$.30 each for free or complimentary tickets distributed or \$50.00 whichever is greater.
3. **Credit Card Commission**: An additional three percent (3) of gross credit card sales.
4. **Ticket Printing Charges**: \$.10 per ticket printed.
4. **Set-up fee**: \$25.00 for each performance.

Note: The user fee for Wright will be \$1000 per day.

Appendix V: Central Ticket Office Fees for Registered Student Organizations

Box Office Charges: For sale of tickets, the Presenter shall pay the CENTRAL TICKET OFFICE (CTO) for use of facilities and staff as follows:

1. **Gross Ticket Sales**: Two and one half (2.5) percent
2. **Complimentary tickets**: \$.15 each or \$25.00 whichever is greater
3. **Credit Card Commission**: An additional three (3) percent of gross credit card sales
4. **Ticket Printing Charges**: \$.10 per ticket printed
5. **Set-up fee**: \$10.00 for each performance

Note: The facility fee for Wright is \$100 per day.

Appendix W: Central Ticket Office Fees for External Agency/Co-Sponsorship

Box Office Charges: For sale of tickets, the Presenter shall pay the CENTRAL TICKET OFFICE (CTO) for use of facilities and staff as follows:

1. **Gross Ticket Sales**: Nine percent (9) of gross ticket sales
2. **Complimentary Tickets**: \$.30 each for free or complimentary tickets distributed or \$50.00 whichever is greater.
3. **Credit Card Commission**: An additional three percent (3) of gross credit card sales.
4. **Ticket Printing Charges**: \$.10 per ticket printed.
5. **Set-up fee**: \$25.00 for each performance.

Note: The user fee for Wright will be \$400 per day.

Appendix X: Central Ticket Office Fees for University Departments

Box Office Charges: For sale of tickets, the Presenter shall pay the CENTRAL TICKET OFFICE (CTO) for use of facilities and staff as follows:

1. **Gross Ticket Sales**: Five (5) percent of gross ticket sales
2. **Complimentary Tickets**: \$.20 each for free or complimentary tickets distributed or \$35.00 whichever is greater
3. **Credit Card Commission**: An additional three (3) percent of gross credit card sales
4. **Ticket Printing Charges**: \$.10 per ticket printed
5. **Set-up fee**: \$20.00 for each performance

Note: The facility fee for Wright is \$250 per day.

Appendix Y: MSC Room Setup Information

Location	Capacity	Square footage
Hendrix Theatre	750 (Fixed seating) max. # of chairs on stage: 36	6636
Room 244	182 (standing) 200 (auditorium style) 91 (banquet style)	1844.64 Stage: 451 sq. ft.
Multipurpose Room	150 (tables & chairs)	2400
Social Room	150 (tables & chairs)	2761 - 43½ ft. wide, 85 ft long
Great Rooms 1, 2, 3	240 (tables & chairs) 270 (auditorium style)	4043
Great Room 1	64 (tables & chairs) 80 (auditorium style)	1323
Great Room 2	64 (tables & chairs) 80 (auditorium style)	1383
Great Room 3	64 (tables & chairs) 80 (auditorium style)	1337
Great Room 3a	30 (tables & chairs)	684.4
Great Room 3b	30 (tables & chairs)	672.8
Room 221	137 (standing) 91 (auditorium) 68 (banquet style)	1421
Room 212	25 (fixed tables & chairs)	457.38
Room 241	14 (fixed tables and chairs)	317.40
Room 242	12 (fixed tables and chairs)	198.66
Room 243	8 (fixed tables and chairs)	144.43
Room 247	12 (fixed tables and chairs)	181.20
Room 248	14 (fixed tables and chairs)	321.09
Room 14	25 (fixed tables and chairs)	394.57
Room 15	50 (fixed tables and chairs)	1100.00

Appendix Y: MSC Room Setup Information

241	<ul style="list-style-type: none"> - Conference style - Tables & Chairs for 14 people - Cabinet with markerboard & screen
242	<ul style="list-style-type: none"> - Conference style - Tables & Chairs for 12 people - Cabinet with markerboard & screen
243	<ul style="list-style-type: none"> - Conference style - Tables & Chairs for 8 people
247	<ul style="list-style-type: none"> - Conference style - Tables & Chairs for 12 people - Cabinet with markerboard & screen
248	<ul style="list-style-type: none"> - Conference style - Tables & Chairs for 14 people - Cabinet with markerboard & screen
14	<ul style="list-style-type: none"> - Standard set-up - Tables & Chairs for 25 people in a closed square - Visual cabinet with screen - Marker board and tackable panels
212	<ul style="list-style-type: none"> - Standard set-up - Tables & Chairs for 25 people in a "U" shape - Visual cabinet with screen, marker board, and tackable panels
244	<ul style="list-style-type: none"> - Flexible set-up - Stage and screen
221	<ul style="list-style-type: none"> - Flexible set-up - Screen, computer, LCD, DVD
Great Room	<ul style="list-style-type: none"> - Various set-ups available (explained previously) - Screen; LCD projector in GR 1 - Access to pantry through GR 3
Social Room	<ul style="list-style-type: none"> - Flexible set-up - Two columns in room
Multi-Purpose Room	<ul style="list-style-type: none"> - Various set-ups available - Two columns in room - Folding Panel is front wall (can be opened)

Appendix Y: MSC Room Setup Information

Hendrix Theatre

- Bottom seats 579 people
- Balcony seats 181 people
- Technician must be on duty
- 2 ushers per door are required to be on duty for the entire event

Wright Auditorium

- Bottom seats 1024 people
- Balcony seats 486 people
- Technician must be on duty
- 8 -12 ushers are required to be on duty for the entire event