Policy and Procedure Manual

Updated July 2, 2015

Detailed in the attached document is a policy manual intended to guide the actions and decisions of the Office of Event Services. Through consistent and fair oversight of scheduling event spaces, responsive event coordination, and outstanding execution, we aim to offer the highest level of event support. The policies and procedures outlined in this document are designed to provide all event stakeholders with the tools to more effectively plan and execute events. The process in developing this document was a collaborative effort with multiple departments across campus.

Mission Statement:
The Office of Event Services fully supports the mission of the University through scheduling, facilitating, and executing campus events.

Departmental Goals and Actions:

1. **GOAL: Reduce staffing and equipment costs for internal clients.**
   With improved coordination and planning, the Office of Event Services will more efficiently schedule full-time and part-time labor for events and assess applicable rental fees for furniture and technical equipment. This will also empower event managers to relay potential costs to their clients and offer cost saving alternatives.

   **Action: Streamline the event request process.**
   In order to more accurately gather event information for internal event space requests, all campus space requests will be made through the Virtual Event Management System (EMS). By maximizing the potential of EMS, the end users will benefit from clear protocols and procedures so that requests are reviewed and approved in a timelier manner.

   **Action: Improve communication between the Office of Event Services and event stakeholders.**
   With a streamlined event request process and clear timelines, event managers will have more time to service events and begin the event coordination process earlier. Event managers will have the ability to optimize staff scheduling and equipment inventory with the aim of reducing costs for internal clients.

2. **GOAL: Mitigate University risk with food and drink.**
   It is the University’s responsibility to use due diligence in monitoring the food and drinks offered on campus. Not taking the necessary precautions could result in litigation against an individual or the University.

   **Action: Establish University catering policy.**
   By requiring all designated catering budgetary monies be spent through Sodexo for catering, the University is able ensure that all catered food and beverages on campus are prepared and served in compliance with food and safety standards.
**Action: Establish outside food and drink approval process.**
If the intention of the food or drink request for an event is outside the scope of a typically catered event (i.e. potluck, bake sale, food truck, etc.) we will offer internal clients a simple and efficient process to have the request reviewed.

**Action: Establish food and safety guidelines.**
When an outside food request is approved, the client will be provided with clear food and safety guidelines to protect both themselves and the University.

3. **GOAL: Improve emergency preparedness protocols.**
It is critical for Belmont to be prepared and react quickly in cases of an emergency. A centralized scheduling solution like EMS, if used correctly, can potentially save lives.

**Action: Centralize all events through EMS.**
By approving all space requests through EMS, the campus will have one centralized tracking system for space usage in the case of an emergency. Compiling accurate event information through EMS is important because the Office of Event Services will be able to provide critical and potentially life-saving information to first responders in an emergency situation. By having a contact name and phone number of the primary contact at the event in EMS, we will have the ability to alert that person of an emergency situation and further communicate with them as necessary.
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I. Introduction.

Introduction and Purpose.
The Office of Event Services drafted this document to provide a comprehensive overview of the policies that govern the scheduling and execution of events at Belmont University. The use of university facilities shall be provided on a non-discriminatory basis that ensures equal opportunity for all persons of the University community. Priority for the use of university facilities will be given to activities that advance the mission and purpose of the University to the greatest degree. To the extent that resources are available, the university also serves the larger community by permitting university partners and unaffiliated groups to utilize its facilities for purposes compatible with the mission. Use of the university facilities by university partners and unaffiliated groups is primarily intended to be temporary in nature. The use of university facilities for an extended term by a university partner or unaffiliated group shall follow the provisions set forth in Article VI of this policy.

Mission Statement.
The Office of Event Services fully supports the mission of the University through scheduling, facilitating, and executing campus events.

Vision Statement.
The Office of Event Services is committed to creating an excellent guest experience through proactive partnerships, consistent and fair policies, and the enhancement of the student experience within an atmosphere of collaboration, open communication, accountability, and fiscal responsibility.

The following policy governs the use of all facilities (including outdoor areas) owned or leased by Belmont University or otherwise under the university’s operating authority, for both university and non-university groups and individuals. This policy sets priorities for facility usage and establishes authority for determining scheduling procedures and relevant charges.
II. Key Terms.

Definitions.
Terms defined in the section below will be italicized throughout this document as a reference for the reader.

Academic Facilities. *University facilities* used for university credit instruction, research and essential support services.

Anchor and Protected Events. *Anchor and protected events* are priority pieces of university programming (i.e. commencement, opening convocation, and home basketball games). Events cannot be scheduled that conflict with *anchor and protected events*. Classes scheduled by the registrar are the only scheduling exception to *anchor and protected events*. Supplements to class, such as lectures and events should not be scheduled during *anchor and protected programming*.

Designated Event Services Contact. Title assigned to the representative from a *recognized student organization* who is responsible for requesting event space requests through Virtual EMS on behalf of their organization. This individual is also responsible for coordinating all event details with the *event manager* from the *Office of Event Services* and ensuring that all scheduled events abide by the space usage policies outlined in Section IX of this document.

Designated Event Spaces. *University facilities* with defined priorities that may vary from the overall university space utilization process. The following spaces across campus are considered *designated event spaces*: Beaman A&B, Curb Event Center Arena, Frist Lecture Hall, Inman Breakout Rooms, Maddox Grand Atrium, Massey Board Room, McAfee Concert Hall, McWhorter Boardroom 409, Neely/Black & White Dining Hall, Vince Gill Room, Janet Ayers Academic Center C/D, and the Janet Ayers Academic Center Chapel. Requests for events outside of these spaces may incur additional fees.

Cost Recovery Charges. Charges levied to clients to reimburse the *Office of Event Services* for any incurred expenses or provided services requested in conjunction with events. *Internal events* will only be billed for *cost recovery charges*. The *Office of Event Services* does not charge a premium on *internal events* or mark up costs in any way. *Internal events* will only be billed to recover the costs incurred by the department to facilitate the event.

Event Contact. The individual responsible for planning, organizing, and coordinating the physical requirements and service needs of a particular event. This individual coordinates the event on behalf of a *university affiliated or unaffiliated group, or university department*. This individual will be responsible for communicating all event related information with the *event manager* from the *Office of Event Services*. To avoid confusion in the booking process, only one *event contact* should be identified per event. *Event contacts* are responsible for coordinating all details for Tier I, Tier II, and Tier III programming and communicating this information to the appropriate *event manager*. 
Event Manager/Coordinator. The individual responsible for communicating with the event contact for internal and external events on behalf of the Office of Event Services. This individual is responsible for facilitating requests such as, but not limited to: furniture needs, technical needs, and event staff.

Extended Term. The exclusive use of university facilities by a university partner or unaffiliated group for more than thirty (30) consecutive business days.

External Event. An event organized by any party that is not exclusively open to the students, faculty and/or staff of the Belmont community. This includes all Tier III and Tier IV programs. The category of external event is not limited to events booked by unaffiliated groups. Any event that charges an admission fee (regardless of departmental affiliation) will be considered an external event. Charges will apply to all external events.

Fronting. Allowing an unaffiliated group or individual to use university facilities under the guise that the activity is an internal event (Tier I or Tier II program).

Internal Events. An internal event is defined as an event organized by a Belmont University academic department, administrative office, or officially recognized student organization which serves Belmont’s mission and vision. Internal events must serve the faculty and student population of Belmont University. All Tier I and Tier II programs are considered internal events.

Office of Event Services. The office charged with the non-academic scheduling of university facilities and promoting its use to generate revenue for the university.

Recognized Student Organizations. Student groups that have received official status recognition through the Office of Student Engagement and Leadership Development. Each recognized student organization will have one (1) designated event services contact who will make space requisitions on behalf of the group.

Tiered Programming. A system of event categorization instituted by Belmont University to categorize events in an effort to determine the priority of use and pricing structure for events on campus. Tiers I – IV will be defined in Section II of this document.

Unaffiliated Activities. Activities using university facilities hosted by unaffiliated groups.

Unaffiliated Groups. Groups or individuals other than university departments, university affiliated groups, recognized student organizations, or university partners.

University Affiliated Groups. Groups that exist for the sole purpose of advancing the university and that have been formally recognized by the university as such (i.e. alumni groups).

University Departments. Component parts of the university operated by university students, faculty, and/or staff.
University Facilities. Physical space located on the university’s campuses or property (owned or leased) or under the university’s operating authority.

University Partners. Institutions and organizations with which the university has formal written agreements for mission-relevant joint efforts, including without limitations: local school boards and state colleges.
II. Event Categorization and Priority of Use.

The University has implemented a tiering system by means of identifying a priority of use timetable and a billing structure for all events on campus. The following section details the priority of use timetable and the tiering structure for all university programs.

Priority of Use.
Priority for the use of university facilities is as follows:
1. Tier I Programming
2. Tier II Programming
3. Tier III Programming
4. Tier IV Programming

Event Categorization.

Tier I – University Programming.
The program, meeting, or event is a Belmont University initiative that was created or developed by Belmont University for the sole benefit of its students, faculty, and/or staff. The programming is open exclusively to Belmont students, faculty, and/or staff and is NOT open to the public or non-university guests. There is no external funding or partnership associated with the event.

Characteristics of a Tier I Program:

- The program is open exclusively to Belmont students, faculty, and staff.
- The program is NOT open to the public or non-university guests.
- The program is free to attend.
- The program is funded by a departmental budget.
- The program is overseen by a faculty or staff member.

Examples of Tier I Programs:

- Anchor and Protected Programming.
- Classroom instruction.
- Recognized student organization meetings.
- Departmental meetings or events open exclusively to students, faculty, and staff.
- Convocation events.
- Programs related to graduation.

Steps to Request Tier I Programming:

- Faculty, staff, or designated event services contact for recognized student organizations must request Tier I Programming through Virtual EMS.
• Students who are not affiliated with a recognized student organization may reserve space for Tier I programming by following the guidelines listed in Section III of this policy (requesting space for students not affiliated with a recognized student organization).

Tier II – University Programming (Open primarily to Belmont constituents).
The program, meeting, or event is an initiative of Belmont University and was created or developed by Belmont University. The programming is primarily open to Belmont students, faculty, and staff but may also be open to the public or non-university guests. There is no external funding associated with the event. The program may involve a partnership with an external entity that was cultivated by a Belmont University faculty or staff member to exclusively benefit classroom instruction or convocation.

Characteristics of a Tier II Program:

• The program is open primarily to Belmont students, faculty, and staff but is also open to the public or non-university guests.
• The program is free to attend (with the exception of Athletic games, School of Music student productions, and Theater and Dance student productions).
• The program is funded by a departmental budget.
• The sponsoring university department or organization provides budget numbers to cover the costs incurred.
• The program is overseen by a faculty or staff member.
• The program may be hosted in conjunction with a partnering agency to benefit the academic or spiritual development of Belmont students, faculty, and staff.

Examples of Tier II Programs:

• Conferences, seminars, or convocations hosted on campus that are open primarily to students, faculty, and staff (but may also be open to external attendees) which serve to enhance attendees’ academic, spiritual, or professional development.
• Athletic games.
• School of Music student productions.
• Theater and Dance student productions.
• Approved programming from the Office of Development or the Office of Alumni Relations.

Steps to Request Tier II Programming:

• Faculty, staff, or designated event services contact for recognized student organizations must request Tier II Programming through Virtual EMS.
• Students who are not affiliated with a recognized student organization may reserve space for Tier II programming by following the guidelines listed in Section III of this policy (requesting space for students not affiliated with a student organization).
Tier III – University Programming (Open primarily to external attendees).
The program, meeting, or event is an initiative of Belmont University and was created or developed by Belmont students, faculty, and/or staff. The program is open primarily to non-university guests/attendees (but may also be open to Belmont students, faculty, and staff). The partnership is deemed by Belmont’s Senior Leadership Team to significantly enhance the Belmont Community. The event may be supported by funds from outside of the university (i.e. outside sponsorships, admission fees, registration charges, fundraisers, ticket sales, etc.), by internal funding sources, or a combination of internal and external funding.

Characteristics of a Tier III Program:

- The program is open primarily to non-university guests (but may also include Belmont students, faculty, and staff).
- The program may be free or charge a fee for attendance.
- The program is overseen and planned by a faculty or staff member who will also be present for the entirety of the event.
- The program is funded by a departmental budget.
- The sponsoring university department or organization provides budget numbers to cover the costs incurred.
- The program significantly enhances the Belmont Community.
- The program is approved by the Senior Leadership Team at least thirty (30) days in advance.
- The program is subject to rental fees and charges for university owned equipment as determined by the Senior Leadership Team.

*Please Note: University departments may decide to independently bill external clients to recoup the expenses of Tier III Programming. However, departments are prohibited from issuing additional bills/invoices to clients aimed at generating revenue for their department.

The benefits of being classified as a Tier III Program:

- Rental fees are subject to be waived or reduced at the discretion of the Senior Leadership Team.
- Insurance is not required.
- A contract is not required (if all fees are waived).
- A deposit is not required.

Steps to Request Tier III Programming:

- The faculty or staff member who will oversee the programing must request Tier III Programming through Virtual EMS at least thirty (30) business days in advance and indicate in the Booking Notes field that the request is for Tier III Programming.
- The faculty or staff member who will oversee the programming must also complete the Reduced Rent Approval Form and submit it to the Master Scheduler of the University. This will begin the
process with the Senior Leadership Team to assess the value of the partnership and make a determination in regards to any discounts associated with the programming.

*Please Note: Tier III Programming that charges admission or registration fees may be required to pay applicable rental fees and will likely not be considered for a discount.

Tier IV – External Programming.
The program, meeting, or event is an initiative of a private company, a non-profit organization, or an individual. The audience consists primarily of guests external to the University.

Characteristics of a Tier IV Program:

- The program is organized and planned by an external entity.
- The attendees are primarily external guests.
- Insurance is required.
- A contract is required.
- A deposit is required.
- Rental fees are assessed for university owned equipment.

Steps to Request Tier IV Programming:

- External constituents seeking to host an event on Belmont’s campus should contact the Master Scheduler directly at (615) 460-6786 or eventservices@belmont.edu for information on availability and pricing.
III. Scheduling Policies.

Scheduling Space and Miscellaneous Items.

Hours of Operation.
The Office of Event Services is equipped to service events Monday through Friday during standard business hours of 8:00 AM to 4:30 PM. Events may be scheduled outside of standard business hours; however these events may incur applicable fees. These charges are detailed in Section V of this document. If you experience technical difficulties after standard business hours, please contact the Office of Event Services after-hours support phone number at (615) 319-4809 to connect with one of the on call technicians.

The Office of Event Services observes the following holidays:

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<td>Thursday, January 1, 2015</td>
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<tr>
<td>Martin Luther King Jr. Day</td>
<td>Monday, January 19, 2015</td>
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<tr>
<td>Good Friday</td>
<td>Friday, April 3, 2015</td>
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<tr>
<td>Memorial Day</td>
<td>Monday, May 25, 2015</td>
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<td>Independence Day</td>
<td>Saturday, July 4, 2015</td>
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<tr>
<td>Labor Day</td>
<td>Monday, September 7, 2015</td>
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<tr>
<td>Thanksgiving</td>
<td>Thursday, November 26 and Friday, November 27, 2015</td>
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<tr>
<td>Christmas Break</td>
<td>Thursday, December 24 and Friday, December 25, 2015</td>
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<tr>
<td>New Year’s Day 2016</td>
<td>Friday, January 1, 2016</td>
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To honor Belmont’s mission as a Christian community and to show the University’s commitment to providing a healthy work/life balance, no campus programming (outside of academic instruction) will be scheduled on Sundays prior to 12:00 PM to allow students, faculty, and staff to attend worship services.

Academic Use Facilities (classrooms, labs, and studios).
Procedures for scheduling academic space for university credit instruction are developed and managed by the Office of the Registrar.

Departmental Academic Use.
Faculty and staff members in each college can schedule classrooms, labs, and studios within their departmental buildings by contacting the scheduler for their department directly. These requests should be made at least ten (10) business days in advance. A list of schedulers for each college can be found here. All recognized student organizations, regardless of departmental affiliation, must request space through the campus scheduling platform, Virtual EMS.
Non-Departmental Academic Use.
All recognized student organizations, faculty, and staff who request space in academic facilities (classrooms, labs, and studios) outside of their department should make these requests through the campus scheduling platform, Virtual EMS. These requests should be made at least ten (10) business days in advance.

Event Space Requests.
Designated event spaces include the following:

- Beaman A&B
- Curb Event Center Arena
- Frist Lecture Hall
- Maddox Grand Atrium
- Massey Boardroom
- McAfee Concert Hall
- Neely/Black & White Dining Hall
- Vince Gill Room
- Janet Ayers Academic Center C/D
- Janet Ayers Academic Center Chapel

These spaces can be requested for reservation through the university’s campus scheduling platform, Virtual EMS. These spaces must be requested at least fifteen (15) business days in advance for approval.

Please reference the Minimum Occupancy Guidelines for these spaces. Due to the high demand for event spaces, minimum occupancy has been established to ensure that university spaces and resources are being utilized at the highest capacity to appropriately service the needs of this growing campus.

Non-Event Space Requests.
The Office of Event Services will service requests outside of designated event spaces to the extent that departmental staffing and resources are available to support the event. Non-event spaces include, but are not limited to: lobbies, outdoor spaces, galleries, and buildings located off Belmont’s main campus. Charges may be applied to facilitate the setup of events scheduled in these spaces.

Classrooms are considered academic facilities. These spaces are provided “as-is” with their existing room set up and technical features.

Facilities Use Agreement.
A university facilities use agreement will be used for facilities used by all individuals or groups other than university departments or student organizations.
Requesting Spaces through Virtual EMS (for recognized student organizations, faculty, and staff).
The campus-wide scheduling platform is Virtual EMS, which enables Belmont recognized student organizations, faculty, and staff access to view room availability and request space online. This centralizes all events on campus into one database. Upon confirmation of the schedule request, the Office of Event Services will provide comprehensive coordination and execution for each event. All campus events should be scheduled through this process, including events that appear on the anchor and protected events calendar. The process to schedule an event on campus in a space outside the requester’s department, college, or organization is as follows:

1. Request an account and complete the online training (if the client is a new user). Once the training is completed and the new user account is submitted, the Master Scheduler will begin the process to approve the user account. This process may take up to five (5) business days. Users can request accounts through Virtual EMS.

2. Check possible room/date availability online through Virtual EMS. Requests must be submitted ten (10) business days prior to an event scheduled in an academic facility or fifteen (15) business days prior to an event scheduled in an event space or non-event space.

3. Complete the event space request form by providing a thorough description of the event, including event configuration, equipment and A/V needs in the Booking Notes field of the form.

   *Please Note: All event needs must be detailed at the time of request. This includes, but is not limited to: requests for furniture, technology, catering, and technical support staffing. Requests are unable to be processed without booking notes or with booking notes that indicate “set-up TBD”. The Office of Event Services requires this information to ensure the ability to fully staff and support the needs of the entire campus. Changes to booking details must be solidified five (5) business days prior to the reservation date, and changes received that are not in compliance with this timetable will not be honored. The Office of Event Services reserves the right to cancel events based on changes in estimated attendance.*

4. The Master Scheduler will reply to requests via email within five (5) business days of the event request with an event confirmation or alternative suggestions for time or location if the initial request cannot be fulfilled. The Office of Event Services operates on a scheduling timetable that is dependent upon credit instruction approval, which is completed by the Office of the Registrar. Below is an overview of the scheduling timetable for the Office of Event Services:

<table>
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<th>Semester</th>
<th>Approval Dates</th>
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<td>Fall 2014:</td>
<td>Approval of space requests for the fall semester will begin March 7th.</td>
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<td>August 20th –</td>
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<td>December 31st</td>
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<td>Spring 2015:</td>
<td>Approval of space requests for the spring semester will begin October 21st.</td>
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<td>January 1st –</td>
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<td>May 9th</td>
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<td>Summer 2015:</td>
<td>Approval of space requests for the summer semester will begin February 17th.</td>
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<td>May 10th –</td>
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</tr>
<tr>
<td>August 25th</td>
<td></td>
</tr>
</tbody>
</table>
The dates on the aforementioned chart are pending the completion of the *anchor and protected events* calendar which is managed by the Office of Student Engagement and Leadership Development and approved by the Office of the Provost. The dates listed above may vary from semester to semester based on the approval process for *anchor and protected programming*. A campus-wide communication will be distributed via email when space approval begins.

*Please Note: Although users may submit requests for designated event spaces before the aforementioned approval date, the Master Scheduler will be unable to approve the request. Users who submit requests prior to the timeline listed above will receive a response from the Master Scheduler fifteen (15) business days after the applicable scheduling approval date. Users are unable to submit request for classrooms prior to the dates listed on the chart above.*

5. Upon confirmation of a scheduled event, the campus Master Scheduler will assign an event manager from the Office of Event Services. The event manager will communicate with the specified event contact prior to the event to assist in confirming and finalizing all details.

**Requesting Space for Recognized Student Organizations.**
Each recognized student organization will be permitted one Virtual EMS account. This account will be assigned to the designated event services contact, who must be approved by the Office of Student Activities. The designated event services contact will be responsible for requesting space in Virtual EMS, communicating with designated event managers, and communicating the space usage policies to their student organization.

**Requesting Space for Students Not Affiliated with a Student Organization.**
Individual students who are not affiliated with a recognized student organization will not be approved for a Virtual EMS account. Space requests for academic facilities (classrooms) from students should be directed to the scheduler in their respective college (a list of these schedulers can be found [here](#)) at least ten (10) business days in advance. Departmental schedulers will be responsible for communicating expectations and rules for academic facilities to non-affiliated students.

Individual students who wish to request event spaces should do so by enlisting a faculty or staff member who agrees to be present for the programming to provide oversight for the activity. The faculty or staff member will request space for the programming through Virtual EMS on behalf of the student.
Specialized Meeting Rooms and Space Scheduling.
Specialized spaces designated for use by a particular group are available to schedule on a limited basis only. To schedule an event in one of the spaces listed below, contact the indicated scheduler directly.

<table>
<thead>
<tr>
<th>Room/Space</th>
<th>Building</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belmont Mansion</td>
<td>MAN</td>
<td>Director of Operations</td>
<td>5459</td>
</tr>
<tr>
<td>Blackbox Theater</td>
<td>TROUTT</td>
<td>Office Manager, Theatre and Dance</td>
<td>5503</td>
</tr>
<tr>
<td>Bruin Hills Clubhouse</td>
<td>BRUINH</td>
<td>Residence Director, Bruin Hills</td>
<td>5060</td>
</tr>
<tr>
<td>Bunch Computer Labs</td>
<td>BUNCH</td>
<td>Reference Librarian</td>
<td>6610</td>
</tr>
<tr>
<td>Massey Computer Labs</td>
<td>MC</td>
<td>Technology Services Administrator</td>
<td>6297</td>
</tr>
<tr>
<td>Curb Café</td>
<td>CEC</td>
<td>Booking Manager/ Coordinator of Student Enrichment</td>
<td>6259</td>
</tr>
<tr>
<td>Greek Space</td>
<td>BRUINH</td>
<td>Coordinator of Student Activities</td>
<td>6341</td>
</tr>
<tr>
<td>Belmont Little Theater</td>
<td>HAIL</td>
<td>Office Manager, Theatre and Dance</td>
<td>5503</td>
</tr>
<tr>
<td>Leu Gallery</td>
<td>BUNCH</td>
<td>Gallery Director, Art Department</td>
<td>5476</td>
</tr>
<tr>
<td>McAfee Concert Hall</td>
<td>BHBC</td>
<td>McAfee Production/Facilities Manager</td>
<td>8398</td>
</tr>
<tr>
<td>MC 400 &amp; 412</td>
<td>MC</td>
<td>Center for Executive Education</td>
<td>6458</td>
</tr>
<tr>
<td>MPAC</td>
<td>MPAC</td>
<td>Grad. Secretary/Scheduling Coordinator</td>
<td>8117</td>
</tr>
<tr>
<td>Sports Science Gym</td>
<td>SSC</td>
<td>Administrative Assistant, Sport Science Building</td>
<td>6189</td>
</tr>
<tr>
<td>Rec. Gym</td>
<td>BSCL</td>
<td>Fitness &amp; Recreation</td>
<td>6313</td>
</tr>
<tr>
<td>Fishbowl (SC 124) Conf. Rm.</td>
<td>BSCL</td>
<td>Office Manager, Student Engagement and Leadership Development</td>
<td>6407</td>
</tr>
<tr>
<td>Treehouse (SC 200A) Conf. Rm</td>
<td>BSCL</td>
<td>Office Manager, Student Engagement and Leadership Development</td>
<td>6407</td>
</tr>
<tr>
<td>Troutt Theatre</td>
<td>TROUTT</td>
<td>Office Manager, Theatre and Dance</td>
<td>5503</td>
</tr>
</tbody>
</table>

Miscellaneous Item Requests.

Requesting Tables.
The Office of Event Services has limited tables available to provide to Belmont recognized student organizations or faculty/staff departments for use on-campus for the purpose of promotions, fundraisers, and displays. Groups may request one (1) six foot (6’) table for promotional/display purposes. A maximum of two (2) tables for promotional/display purposes are permitted in public areas at any given time. (This does not include tables for events, such as academic poster displays). The table reservations policy is as follows:

1. Submit all table requests through the university’s online scheduling platform, Virtual EMS a minimum of ten (10) business days in advance. Select the online form template entitled Table Request Form and be sure to indicate the location where the table will be displayed in the field labeled Booking Notes. Only one (1) table can be reserved and used by an organization or department each day, even if another table is available and not in use.

2. Confirm. Be sure that all necessary information is provided and submit the request. The event contact will receive an email from the Office of Event Services when the request has been approved.
3. **Staff Delivery.** The *Office of Event Services* will deliver table requests for all faculty and staff members. Please indicate the necessary times to have the table delivered and retrieved in the Booking Notes field.

**Student Pick Up.** *Student organizations* will pick up their table requests from the Operations Office (EC 111) on the first floor of the Curb Event Center. Table pick up takes place Monday through Friday between 7:00 AM and 11:00 AM. Tables must be returned to the same location on the same business day between 2:00 PM and 4:00 PM. Weekend table requests need to be picked up on the preceding Friday and returned the following Monday morning. A representative from the *student group* must sign the table out and back in on the Table Check Out Form outside the Operations Office.

4. **Table Display Times.** Tables can be displayed up to one (1) hour before and one (1) hour following the scheduled event time. Tables that are left unattended will be collected and penalty fees will be assessed to responsible parties.

5. **Lost or Damaged Tables.** There will be a $100 charge for lost, stolen, or damaged tables.

**Pipe and Drape.**
The *Office of Event Services* owns a limited amount of black drape. To the extent that inventory is available, black pipe and drape can be requested for use in indoor *event spaces*. This drape is not available to be checked out. Black pipe and drape needed outside of *event spaces* may be rented from a third party vendor. The *Office of Event Services* can help facilitate these requests.

**Outdoor Events.**
To the extent that inventory is available, the *Office of Event Services* is able to provide outdoor staging, tables, chairs, and a small format audio system for outdoor events. Additional items such as lighting and full performance audio systems must be rented. These rentals can be facilitated through the client’s *event manager* after the event has been approved through Virtual EMS. The client will be responsible for all rental and delivery charges. Outdoor events must abide by *Belmont University’s General Lawn and Ground Policy*.

**Staging.**
To the extent that inventory is available, the *Office of Event Services* is able to provide staging pieces for events in the Curb Event Center Arena, Maddox Grand Atrium, McAfee Concert Hall, and Neely/Black & White Dining Hall. Stages are not recommended in any other *event space or academic facility* on campus. Staging pieces (4’ x 8’ stage decks) can be considered for use in spaces outside of the designated spaces listed above on a case-by-case basis. However, there will be a minimum charge of $200.

**Residence Hall Events.**
All equipment required for events in Residence Halls must be picked up and returned by Residence Hall staff or students. To make arrangements in these scenarios, please contact the Master Scheduler by phone or email at least fifteen (15) business days prior to the event.
IV. Scheduling Timetable & Priority of Use Timetable.

The Office of Event Services operates on a scheduling timetable that is dependent upon credit instruction approval, which is completed by the Office of the Registrar. Below is an overview of the scheduling timetable from the Office of Event Services:

**Scheduling Timetable:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Approval Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014: August 20th – December 31st</td>
<td>Approval of space requests for the fall semester will begin March 7th.</td>
</tr>
<tr>
<td>Spring 2015: January 1st – May 9th</td>
<td>Approval of space requests for the spring semester will begin October 21st.</td>
</tr>
<tr>
<td>Summer 2015: May 10th – August 25th</td>
<td>Approval of space requests for the summer semester will begin February 17th.</td>
</tr>
</tbody>
</table>

Following the aforementioned dates, programming will be approved by the Office of Event Services in the following order:

1. As determined by the Priority of Use Timetable.
2. In order by the date submitted to Virtual EMS.

The implementation of this system is to ensure that programming exclusive to students, faculty, and staff of the Belmont community is given first priority to access spaces on campus for internal events.

The following Priority of Use Timetable outlines the approval dates by Tier. Please note that this approval schedule is contingent upon having the anchor the protected programming calendar activities booked and approved by the Office of the Provost for the following semester by the dates outlined below, and because of this the dates on the timetable below are subject to change. A campus wide email will be distributed from the Office of Event Services when space approval begins for a new semester.
### Priority of Use Timetables by Semester:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Approval Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester:</strong></td>
<td></td>
</tr>
</tbody>
</table>
| August 20th – December 31st | Approval for Tier I will begin on March 7th.  
Requests will be approved by the order in which they were received. |
| Tier I                    | Approval for Tier II will begin on March 7th.  
Requests will be approved by the order in which they were received. |
| Tier II                   | Approval for Tier III will begin on March 21st.  
Requests will be approved by the order in which they were received. |
| Tier III                  | Approval for Tier IV will begin on March 28th.  
Requests will be approved by the order in which they were received. |
| **Spring Semester:**      |                                                                               |
| January 1st – May 9th     | Approval for Tier I will begin on October 21st.  
Requests will be approved by the order in which they were received. |
| Tier I                    | Approval of Tier II will begin on October 21st.  
Requests will be approved by the order in which they were received. |
| Tier II                   | Approval of Tier III will begin on November 4th.  
Requests will be approved by the order in which they were received. |
| Tier III                  | Approval of Tier IV will begin on November 11th.  
Requests will be approved by the order in which they were received. |
| **Summer Semester:**      |                                                                               |
| May 10th – August 25th    | Approval for Tier I will begin on February 17th.  
Requests will be approved by the order in which they were received. |
| Tier I                    | Approval for Tier II will begin on February 17th.  
Requests will be approved by the order in which they were received. |
| Tier II                   | Approval for Tier III will begin on March 3rd.  
Requests will be approved by the order in which they were received. |
| Tier III                  | Approval for Tier IV will begin on March 10th.  
Requests will be approved by the order in which they were received. |
V. User Charges.

Event Costs.
It is the goal of Belmont University to accommodate university programming within business hours of 8:00 AM to 4:30 PM, Monday through Friday at little to no cost for internal events. The Office of Event Services will observe national and school holidays. Due to staffing and resource limitations, events outside of the Office of Event Services’ business hours will incur applicable costs as detailed in the sections below.

Internal events are events that meet the requirements of Tier I or Tier II Programming. Facility rental fees will be waived for events that are considered Tier I or Tier II Programming. Additional charges will be invoiced at cost and are the responsibility of the internal client. Charges will be applied to events that are not hosted in designated event spaces.

Tier III and Tier IV events are considered external programming and will be subject to applicable rental fees. Additional charges will be invoiced at the external rate and are the responsibility of the client, unless specified by the Senior Leadership Team. Charges may be applied to events that are not hosted in designated event spaces.
**Tiered Programming Rental Fee Pricing Structure:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Tier I</th>
<th>Tier II</th>
<th>Tier III - discounts are offered at the discretion of the Senior Leadership Team</th>
<th>Tier IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Arena</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$5,500</td>
<td>$5,500</td>
</tr>
<tr>
<td>Baskin Rotunda</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$1,600</td>
<td>$1,600</td>
</tr>
<tr>
<td>Baskin Trial Courtroom</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Beaman A&amp;B</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Frist Lecture Hall</td>
<td>No Charge (not available for student reservations)</td>
<td>No Charge (not available for student reservations)</td>
<td>$600</td>
<td>$600</td>
</tr>
<tr>
<td>Inman Breakout Rooms</td>
<td>No Charge (not available for student reservations)</td>
<td>No Charge (not available for student reservations)</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Maddox Grand Atrium</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$1,600</td>
<td>$1,600</td>
</tr>
<tr>
<td>Massey Boardroom</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>McAfee Concert Hall</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>McWhorter 409 Board Room</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Neely Dining Hall</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$600</td>
<td>$600</td>
</tr>
<tr>
<td>Vince Gill Room</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$600</td>
<td>$600</td>
</tr>
<tr>
<td>WAC C/D</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$1,250 for 4 hours $325 for each additional hour</td>
<td>$1,250 for 4 hours $325 for each additional hour</td>
</tr>
<tr>
<td>WAC Chapel</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$1,600</td>
<td>$1,600</td>
</tr>
<tr>
<td>WAC Atrium</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$1,600</td>
<td>$1,600</td>
</tr>
</tbody>
</table>

**Event Costs Estimates.**
The event manager will provide an outline and quote of anticipated event charges based on the event information the client has provided. Facility rental fees are waived in full for all internal events (Tier I and Tier II Programming). Additional charges may be invoiced at cost and are the responsibility of the internal client. Charges will be assessed for events that are not hosted in designated event spaces. Receipt of estimate must be acknowledged by the client via email to their respective event manager at least five (5) business days prior to the start of the event. Any unexpected charges arising from late additions or changes made to bookings may be subject to applicable fees, and the fees will be the responsibility of the client.

*Please Note: The accuracy of detailed information provided through Virtual EMS directly correlates to the accuracy of the estimate of expenses.*
Cost Recovery.

Cost recovery may include, but is not limited to, expenses incurred for:

- Event-specific staffing (including, but not limited to: box office staff, EMTs, parking attendants, security, technical support staff, and ushers).
- Event-specific parking control.
- Use of technology.
- Set-up and tear down for events.
- Clean-Up.
- Processing.

Rental Fees.

Rental fees may be charged to Tier III and Tier IV Programming. (These include, but are not limited to: events open primarily to external constituents, events with registration, admission, or donations fees, personal events, and external events.) These fees may correlate to the number of attendees per event and may include:

- Space rental fee.
- Equipment rentals or replacement fee.
- Cost recovery charges.
- Processing fees.

Staffing Costs.

The Office of Event Services supports standard events on Monday through Friday between 8:00 AM and 4:30 PM, provided that staffing and resources are available. In the event that internal staffing and resources are unavailable, the Office of Event Services will work with the client to find a cost effective staffing solution to support the needs of the event. Internal staffing and resources will be assigned to events in the order that they are booked. Staffing charges will apply to events requiring the following:

- Specialized set-up and tear down crews.
- Outdoor events.
- Events occurring outside of standard business hours (8:00 AM – 4:30 PM, Monday – Friday).
- Events occurring on school holidays (such as fall break and spring break; staffing will be billed at time and a half).
- Dedicated technical support staff.
- Ushers or House Managers.
- EMTs.
- Ticketing and ticket-takers.
- Belmont Security.
- Housekeeping staff (required for any event that has food or drinks present).
Catering Costs.
Belmont Dining Services is the exclusive university catering partner. In an effort to avoid incurring additional charges, the last day to make changes to or cancel an order is five (5) business days prior to an event. All questions regarding this policy should be directed to the Managing Director of Auxiliary Services or the Director of Catering at (615) 460-6380.

Outside Food and Beverage Policy.
Outside food and beverages are strongly discouraged and must receive approval by the Managing Director of Auxiliary Services at least fifteen (15) business days prior to the event start date by requesting the event through Virtual EMS, indicating in the booking notes the request for outside food, and submitting the Outside Food and Beverage Request Form. This is applicable, but not limited to: food donated for internal and external events, potlucks, food trucks, bake sales, and fundraisers involving the sale of food. Housekeeping fees may be assessed for events with approved outside food or beverages.

If a university department or organization is utilizing funding distributed from Belmont University on catering, these funds must be spent with Sodexo. All food and beverages served on campus must abide by the university’s Food Safety Guidelines.

Equipment Rental Cost.
The Office of Event Services maintains an inventory of equipment, offered free of charge to internal clients when available. In the case that the equipment requested for the client’s event is not in the inventory or is unavailable, the assigned event manager will work to identify a cost-effective solution to meet the needs of the client. Equipment rental charges will be estimated prior to the event and invoiced accordingly. Some equipment that is owned and maintained by the Office of Event Services will require additional set-up fees to utilize that equipment. These fees are also billed at cost and will be quoted in the estimate of expenses prior to the event.

Other Costs.
Charges may apply to damages or late cancellation in accordance with the respective policies contained in this document.

Billing and Reconciliation Process.
Following the completion of an event, the event contact or the appropriate budget manager will receive an invoice inclusive of all event related charges from the Office of Event Services. The budget manager will approve the charges and supply the budget numbers they would like charged and the Office of Event Services will process the internal fund transfer. Recognized student organizations that do not have university accounts may pay by check. Any invoice discrepancies should be directed to the Director of Business Operations at (615) 460-8062.

*Please Note: Invoices for catering will not be included on the invoice from the Office of Event Services. Sodexo will invoice internal departments directly for catering services.*
VI. Fee Waiving Policies.

Belmont University recognizes the value of partnering with external organizations and agencies for programming that is aligned with the goals and missions of the institution. The Partnered Events Policies have been instituted as a means for quantifying the costs associated with fee reductions offered to external organizations by virtue of their strategic connections to the Belmont Community. Any reduction to event associated fees on behalf of an external organization will constitute approval from Belmont’s Senior Leadership Team.

Waiving Fees.
Discounts provided for Tier III and Tier IV Programming constitute approval from the Senior Leadership Team. Departments and organizations seeking to apply for a discount in rental fees will begin by completing the Reduced Rent Approval Form. This form should be returned to the Master Scheduler and will in turn be shared with the Senior Leadership Team to determine if the programming is eligible for a discount.

Completion of the Reduced Rent Approval Form does not ensure approval of the reduction of rental fees or other associated charges. It is the responsibility of the requesting department to advise the external organization that the request is pending the approval from the Senior Leadership Team and, if the request is denied, the external organization will be responsible for the full event charges if they choose to move forward with scheduling the event on campus. Discounts on rental fees and cost recovery charges will be made based on the value of the partnership to the institution, as determined by the Senior Leadership Team.

University departments or organizations that are found to be misrepresenting the primary group that is hosting an event will be responsible for the associated charges related to that event. Charges will be assessed to the department at the external client rate and it will be the department’s responsibility to recoup their costs from the external organization.

Extended Term Facility Use.
Extended term is the exclusive use of university facilities by a university partner or unaffiliated group for more than thirty (30) consecutive days. All extended term facility usage will constitute approval by the Senior Leadership Team. Extended term facility usage will be billed at the daily cost to the university (including labor). Extended term discounts will be distributed at the discretion of the Senior Leadership Team.
VII. Requesting Personal Events.

Personal Events.
As a benefit to Belmont students, faculty, and staff, university facilities are available for personal events on a limited basis at the discretion of the Director of Event Services. Personal events are considered a secondary priority to university events and/or revenue-generating external events. Rental fees are reduced to fifty percent (50%) of the standard published rates, but individuals are responsible for staffing and other associated charges.

The process to schedule a personal event is as follows: complete the event space request form on Virtual EMS – provide a thorough description of the event, including event configuration, equipment and A/V needs and note “Requesting Approval for a Personal Event” in the Booking Notes field on the form.

Personal Fronting.
As a benefit to Belmont faculty and staff, university facilities may be utilized by individuals to host events such as personal conferences, seminars, trainings, and lecture series to generate a profit. Any event that charges an admission or registration fee will be considered an external event and will be charged accordingly. University faculty and staff cannot hold personal conferences, trainings, or lectures series for a personal profit on campus without paying applicable rental fees or having these fees waived by completing the Reduced Rent Approval Form. Misrepresenting a personal event as a university event is considered personal fronting and will be considered a violation of the University policies and could result in disciplinary actions. Utilizing university departmental affiliation to receive discounted services or misrepresenting personal events as internal events is strictly prohibited.

Wedding Related Events.
Weddings will be reserved on campus in the Janet Ayers Academic Center Chapel. Please view the official Belmont University Wedding Policy for information on scheduling availability and pricing for these services.
VIII. Late Scheduling and Cancellations.

Late Scheduling Policy.
The event space request form should be submitted via Virtual EMS to the campus Master Scheduler no later than ten (10) business days prior to an event scheduled in an academic facility or fifteen (15) business days prior to an event scheduled in an event space or non-event space. Due to the high demand for event spaces, the Office of Event Services will be unable to schedule or service requests that are not submitted in compliance with this timeline.

Cancellation Policy.
Cancellation of an event should be submitted via email to the campus Master Scheduler and the assigned event manager no later than seventy-two (72) hours prior to an event. Internal clients canceling an event in less than seventy-two (72) hours will pay costs incurred by the Office of Event Services that include, but are not limited to: catering, staffing, and rental equipment. Anchor and protected events canceled with less than ten (10) business days’ notice may result in assessment of direct charges such as catering, staffing, and equipment rental costs incurred by the Office of Event Services.

External Clients are required to submit cancellation via email to the campus Master Scheduler and the assigned event manager at least fifteen (15) business days in advance.
IX. Space Usage Policies.

Alcoholic Beverages.
The Belmont University campus is alcohol free. Alcoholic beverages are not allowed in any facility or on any part of the university campus.

Animals.
Animals are not permitted in any indoor space on the Belmont University campus. The only exceptions include service animals to aid patrons with disabilities.

Belmont Mansion.
The Belmont Mansion is a separate entity from Belmont University. The university maintains reciprocal privileges between the two entities, and as such, on campus groups are welcome to use the Belmont Mansion to host events. To schedule an event, please contact the Mansion staff directly at (615) 460-5459.

Cameras and Recording Devices.
The permitted use of cameras varies by event and can be prohibited completely at certain events. Please obey posted signage for events that have special audio or video recording policies and refer to the Belmont University Film Policy for guidelines pertaining to all filming and photography on campus.

Candles.
The use of candles in any space on campus is prohibited. Open flames or lanterns, non-stationary candles, or people walking around with candles are not allowed. Battery operated candles are permitted on campus.

Contraband Items.
The following items are not permitted in campus event spaces:

- Helium balloons are prohibited in the Beaman Student Life Center, the Curb Events Center Arena, and the Maddox Grand Atrium.
- Fireworks.
- Weapons or dangerous devices of any kind.
- Illegal drugs and alcohol.

Patrons found to be in possession of any of these items will be subject to removal from the campus and event privileges will be revoked.

Clean-Up Procedures.
All organizations are required to return the room to its original condition before departing. The space should be free and clear of all trash and debris. Groups should remember to take all decorations and materials with them upon departure. All spills should be reported to the respective event manager and the custodial staff at (615) 460-6670.
Damage or Destruction of University Property.
Any property damage to university facilities should be reported to the Director of Event Services. The Director will file an incident report and inform Facilities Management Services and Campus Security. If necessary, the Director will also submit a work order to Facilities Management Services. All charges incurred for repairs to damages resulting from an event will be invoiced to the client.

Decorations.
Anyone hosting an event in a Belmont University space must first consult with Office of Event Services staff regarding decorations best suited for use within the reserved space. The following are posted restrictions:

- Candles, fireworks, and sparklers are not permitted on Belmont’s campus.
- The use of tape, glue, tacks, nails, push pins, velcro, command hooks, or staples is not allowed in any facility.
- Hanging items from the lighting fixtures or ceiling is prohibited.
- Moving furniture is prohibited.
- Rice, rice bags, birdseed, glitter, confetti or any substance may not be thrown or distributed in or outside of the chapel. The use of bubbles is allowed outside of the chapel.
- Plastic or other protection must be placed under live plants.
- All decorations must be removed from the premises by the reservation end time. An additional clean-up fee may be assessed should this policy be violated.

Failure to obey the decoration policy will result in the client being billed for any damage or clean-up immediately following the event. If the Office of Event Services has to do any excessive clean up or repairs to the event space, those charges will be passed along to the client.

Disorderly Conduct.
All patrons, clients, employees, and students attending an event on the Belmont University campus are expected to abide by the aforementioned policies in addition to all state and federal laws while attending or working events. Any person who is found in violation of these policies will be asked to correct his or her behavior. If the behavior is not corrected in a timely manner, the offender will be escorted from campus. An Office of Event Services employee or Campus Security officer should be consulted when disorderly conduct occurs. Only Campus Security Officers, the Director of Event Services or the Manager on Duty is allowed to eject someone from the facility so it is necessary to consult one of these individuals before asking a patron to leave the campus. All removals should be documented with as much of the following information that is available: date, event, name, seat location, staff member involved in the removal, reason for the removal, and time of incident. Campus Security, in conjunction with the Director of Event Services, will decide if the offense warrants arrest and will contact Metro Nashville Police Department if necessary.
Drugs.
Belmont University is committed to self-control and a respect for self and others that enables all individuals to develop intellectually, spiritually, socially, emotionally, and physically. Therefore, the university is committed to an environment free of alcohol, illegal drugs, and misuse of legal drugs.

Elevators.
Service records and permits for campus elevators are kept on file in the Office of Facilities Management Services, (615) 460-6670. In the event of an emergency or building evacuation, elevators should not be used.

Equipment Usage.
Equipment (audio-visual, tables, chairs, easels, etc.) will be placed in reserved spaces at the request of the individual or group reserving the space. Rooms will be configured according to the request as discussed with the event manager. Any necessary changes to set-up or room configuration should be referred to your event manager. Moving equipment, tables, chairs, air walls, etc. is not permitted. Equipment will remain in the reserved space for the duration of the event and shall not be removed or transported from the space. Failure to comply with the equipment usage policy may result in revocation of event hosting privileges.

Event Deliveries.
Clients who wish to have materials or equipment delivered prior to an event must arrange with the Office of Event Services to ensure that their reserved space will be available at the scheduled time of the materials’ arrival. The university and the Office of Event Services are not responsible for loss or damage of equipment or materials left in a building or on display.

Filming Policy.
All filming on campus must fully comply with the policies and procedures outlined within the Belmont University Filming Policy. Any questions pertaining to identifying your filming category can be directed to the Master Scheduler in the Office of Event Services at (615) 460-6786.

Firearms/Weapons.
Belmont University is a weapon-free campus. Weapons of any kind are strictly prohibited on university property (on and off the main campus), in university facilities, in vehicles on university property and at university events. A weapon includes any device defined by statute or the university that, if used in the manner intended, is capable of producing death, harm, or bodily injury to person or property. Such devices include, but are not limited to: guns (including starter pistols, paintball guns, those that shoot projectiles including pellets, BBs, airsoft beads, potatoes, etc.), explosives, ammunition, knives with blades longer than three (3) inches, slingshots, martial arts weapons, and bow and arrow combinations (including crossbows).

- In the interest of public safety, the weapon-free campus policy includes items resembling weapons including, but not limited to: replica, non-firing, rubber, plastic, and/or toy guns.
Those possessing permits to carry concealed weapons in public are subject to this policy and are prohibited from bringing weapons onto campus or into university facilities.

Weapons are not permitted on campus property, including possession or storage by an individual, in a university facility or in a vehicle on university property. Hunters must make arrangements to store weapons off campus property and are not permitted to transport weapons on campus.

Pepper and propellant sprays used for personal protection and self-defense are permitted on campus. Misuse or unauthorized use of these items will be assertively addressed via university conduct processes and/or state and federal statutes. However, electronic devices intended to stun or incapacitate (e.g. Tasers) are considered weapons and are not permitted on campus.

Exceptions to this policy include uniformed police officers and authorized Belmont Campus Security personnel.

Please review the Weapons-Free Campus Policy in its entirety.

First Aid.
For events with an expected attendance of five hundred (500) persons or greater, FEMA code requires at least one event medic trained in emergency medical response procedures. Ambulance arrival will be coordinated with Belmont Campus Security. For events of fewer than five hundred (500) people, in case of emergency contact Belmont Campus Security by calling (615) 460-6911.

Floral Services.
The Office of Event Services has the ability to provide floral services to on and off campus clients. Those departments wishing to have floral arrangements for their event must coordinate at least thirty (30) business days in advance with event coordinator Michelle Campanis by calling (615) 460-8024. Due to other campus commitments, all requests may not be able to be fulfilled.

Food and Beverage.
Belmont Dining Services has been granted the exclusive right to sell food and beverage on the Belmont University campus. Refer any questions to the Managing Director of Auxiliary Services at (615) 460-6388.

Food Trucks.
All food trucks must be approved by the Managing Director of Auxiliary Services at least four (4) weeks in advance of the event. Food truck operators must complete the Campus Food Truck Request Form, signed by the owner and returned to the Auxiliary Services office along with all other required documentation at least four (4) weeks in advance of the event date.

Grilling Policy.
Grilling is only permitted on campus with approval by the Managing Director of Auxiliary Services. Clients must abide by the Outdoor Grilling Policy. The ground beneath the grill must be protected by a vinyl tarp, and a fire extinguisher must be checked out from the Operations Manager in the Office of Event Services.
Hallways and Stairwells.
To remain in compliance with local fire and safety codes, all hallways and stairwells must be free and clear of unauthorized items at all times. Only items that are permanent fixtures are allowed to be stored in stairwells. Anything that needs to be set in a hallway for an event must receive prior approval from the Office of Event Services. Items set-up for display in hallways are set at the responsibility of the client and the university assumes no responsibility for their safety.

Key/Room Access.
The Office of Event Services requires pre and post-access times to be furnished in advance for all events. Keys and card access are not issued to clients for an event. If the event space is locked during normal business hours (8:00 AM to 4:30 PM, Monday through Friday), contact the designated event manager. For needs after hours, contact Campus Security at (615) 460-6617.

Kitchen Usage.
Kitchen spaces are operated by Belmont Dining Services and are not available for use by internal or external clients. Kitchens remain locked when not in use.

Linens.
Table linens are available to rent from Belmont Dining Services. Table linens are billed to internal and external clients on their catering invoice. Table linens must be confirmed no less than five (5) business days prior to an event.

Loading Dock Usage.
The Curb Event Center loading dock serves as the primary receiving point for the central campus. Anyone parking in the loading dock, unless actively loading or unloading for an event, will be ticketed.

Lobby Usage.
Lobbies of buildings are not to be regularly scheduled event spaces and will only be scheduled by the Master Scheduler. The Master Scheduler will gain necessary approvals for events that wish to use dedicated lobby space in Baskin, Beaman, Freeman, Inman, Massey, and McWhorter Halls. Set-up fees will be associated with the use of these spaces.

Lost and Found.
Any item found before, during, or after an event should be given to a Belmont staff member and will be taken to the Office of Campus Security. To reclaim lost items, contact Campus Security at (615) 460-6617.

Mail Packages.
Any department that is expecting specific parcels for an event should alert their event manager to the packages prior to their arrival. The event manager can coordinate with Mail Services for their delivery to the event location. If there are outgoing packages at the conclusion of the event, please coordinate with the event manager prior to the start of the event. Any and all charges for shipping will be invoiced to the client.
Outdoor Events.
All outdoor lawn spaces are protected on campus, and all organized usage must be scheduled through Virtual EMS. This includes the South Lawn outside the Maddox Grand Atrium, central campus Quad, and The Lawn. In case of inclement weather, events scheduled on grassy spaces will be cancelled or relocated to protect the integrity of the campus grounds. **It is the client’s responsibility to schedule an indoor event space for a rain back-up when scheduling an outdoor event.** In the event of inclement weather, events that do not have a pre-determined and approved indoor rain back-up space will be cancelled. Relocating outdoor events to indoor spaces may incur additional charges not outlined in the initial estimate received from the *event manager.*

Amplified music or speaking is not permitted outdoors while classes are in session or after 9:00 PM.

Panhandling/Solicitations Policy.
Belmont seeks to provide a workplace free of non-approved solicitation materials. For this reason, solicitation or distribution of solicitation material during work time is prohibited. “Work time” is defined as any time when the soliciting employee or the employee being solicited is scheduled to be working.

Persons not employed by Belmont University may not solicit or distribute solicitation material on university property for any purpose at any time without proper authorization. Authorization for any type of solicitation must be approved by the Managing Director of Auxiliary Services. Posters or flyers must be approved by the Office of Student Activities prior to posting. All posters and flyers must adhere to the *University’s Posting Policy.*

Parking.
For the Office of Campus Security’s parking policies, please see their *Reserved Parking policy.*

Potluck Policy.
To protect Belmont University from a liability and risk standpoint, all potlucks should be requested through Virtual EMS at least fifteen (15) business days in advance for approval by the Managing Director of Auxiliary Services. Clients should indicate that the event will be a potluck in the booking notes of the Virtual EMS system. Housekeeping fees may be assessed to these events.

Pre-Event Access.
*Event spaces,* upon request, will be available up to sixty (60) minutes prior to the scheduled start time of the event. In extreme or unusual circumstances, spaces can be made available for further advance access if previously arranged with the *event manager.* Pre-event access should be clearly identified in the Booking Notes field in Virtual EMS. Client should bring some form of the event confirmation to the event location to ensure pre-event access is granted properly. For needs after hours, client should contact Campus Security at (615) 460-6617 in advance of event to be granted access.
Safety/Security.
For safety, security and convenience, Belmont Campus Security and/or the Office of Event Services will conduct periodic rounds throughout the facilities. Staff must be able to enter all spaces at any given time. Therefore, doors to an event space must remain unlocked and free of obstruction while the event is in progress. Campus Security should be notified in the event of an emergency and/or made aware of emergency situations that arise. All persons using university facilities are to act responsibly. Individuals or groups who display disruptive, dangerous, or inappropriate behavior will be asked to leave and will potentially have their scheduling privileges revoked. All groups should become familiar with emergency exits and safety policies when planning an event. When working with the designated event manager, it may be determined that security will be required for certain events held on campus.

Smoking/Tobacco Use.
The use of tobacco is prohibited within the main university campus, including all interior and exterior campus space. This includes all buildings (including residence halls), parking structures, campus walkways, university owned vehicles, and privately owned vehicles parked on university property. This policy applies to all students, faculty, contractors, vendors, and other visitors to the university. Prohibited tobacco products include, but are not limited to: cigarettes, cigars, cigarillos, electronic cigarettes (e-cigs), pipes, hookahs, and all smokeless tobacco. Please review the Tobacco Free Policy in its entirety.

Squatting Policy.
All clients must state in their event reservations the specific time of their event and any pre and post access times. Multiple day reservations without consistent usage are not permitted due to high demand of campus event spaces. Groups that are found to be “squatting” on space for multiple days without consistent usage will receive a warning after their first infraction. Upon the second infraction, that group will be referred to the appropriate Dean or Vice President for further action and possible suspension of event hosting privileges.

Staffing.
In order to remain in compliance with the Life Safety Code, all events with attendance greater than two hundred and fifty (250) persons require dedicated staff presence by the Office of Event Services, which may include ushers, house managers, Belmont housekeeping, or emergency medical technicians (EMT’s). As a reference point, staffing is usually required for events taking place in the Curb Event Center, Maddox Grand Atrium, Neely Dining Room, or any event that is catered by Belmont Dining Services.

Ticketing.
The Office of Event Services provides ticketing solutions to the Belmont campus via its exclusive agreement with Agile Ticketing Solutions. Contact the Director of Business Operations by phone at (615) 460-8062 to discuss event ticketing options. Any event that could reach capacity should utilize the campus ticketing office in order to aid in venue capacity issues.
University Posting Policy.
Belmont University is committed to supporting student engagement in and out of the classroom and to providing a campus environment that is safe, orderly, and aesthetically pleasing. Only members of the university community are permitted to post on campus. Specifically, current and recognized student organizations, university departments, academic units, students, faculty, and staff are eligible to post on campus. Posting is permitted only on Bruin Boards across campus and the exterior columns of the Gabhart Student Center. Posting anywhere other than these areas is prohibited. Organizations and/or students associated with unauthorized posting may be subject to disciplinary action. Before posting or distributing materials on campus, please review the University Posting Policy in its entirety.
X. Appendix.

Belmont University Academic Schedulers Contact Information.
Belmont University Event Space Minimum Occupancy.
Belmont University Filming Policy.
Belmont University Food Safety Guidelines.
Belmont University Food Truck Request Form.
Belmont University General Lawn and Grounds Policy.
Belmont University Outdoor Grilling Policy.
Belmont University Outside Food & Beverage Request Form.
Belmont University Posting Policy.
Belmont University Reduced Rent Approval Form.
Belmont University Table Request Policy.
Belmont University Tobacco Free Policy.
Belmont University Weapons-Free Campus Policy.
Belmont University Wedding Policy.