



POLICY AND PROCEDURE MANUAL

UPDATED MARCH 29, 2022

Detailed in the attached document is a policy manual intended to guide the actions and decisions of the Office of Event Services and the Office of University Scheduling. 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.

DEPARTMENTAL GOALS AND ACTIONS

1. GOAL: REDUCE STAFFING AND EQUIPMENT COSTS FOR INTERNAL CLIENTS.

With improved coordination and planning, the Offices of Event Services and University Scheduling 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 communicate 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 [Event Management System \(EMS\) WebApp](#). By maximizing the potential of EMS, the EMS WebApp users will benefit from clear protocols and procedures so that requests are reviewed and approved in a timelier manner.

ACTION: IMPROVE COMMUNICATION BETWEEN THE OFFICES OF EVENT SERVICES AND UNIVERSITY SCHEDULING 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 BEVERAGE.

It is the University's responsibility to use due diligence in monitoring the food and beverage offered on campus. Not taking the necessary precautions could result in litigation against an individual or the University.

ACTION: ESTABLISH UNIVERSITY CATERING POLICY.

Belmont Dining Services (Sodexo) has been granted exclusive rights to sell food and beverage on Belmont's campus. By requiring all designated catering budgetary monies be spent through Sodexo for catering, the University is able ensure that all catered food and beverage on campus are prepared and served in compliance with food and safety standards.

ACTION: ESTABLISH OUTSIDE FOOD AND BEVERAGE APPROVAL PROCESS.

If the intention of the food or beverage 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 Offices of Event Services and University Scheduling 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 *Offices of Event Services* and *University Scheduling* 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 Section VI of this policy.

MISSION STATEMENTS

The *Office of Event Services* fully supports the mission of the University through facilitating and executing campus events.

The *Office of University Scheduling* supports our campus, guests and community by serving as the primary point of contact for scheduling the use of space and providing information for activities and events.

VISION STATEMENTS

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 *Office of University Scheduling* is committed to being an effective and efficient resource for our campus, guests, and community by providing timely and accurate information, options, and scheduling solutions for activities and events, all while upholding the mission and vision of the University.

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

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*.

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.

DESIGNATED EVENT SERVICES CONTACT. Title assigned to the representative from a *recognized student organization* who is responsible for submitting event space requests through the Office of Student Engagement 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, Gabhart Multipurpose A&B, Gabhart Student Flex Room, Herbert C. Gabhart Chapel, Janet Ayers Academic Center Conference Room C&D, Maddox Grand Atrium, Massey Board Room, McWhorter Boardroom 409, and the Vince Gill Room.

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, 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 such as audio, video or lighting needs, and event staffing needs such as housekeeping, security, parking, medical, ushers/ticket takers, etc.

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 agency, client, or organization 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 providing the university community with service and support for executing meetings, conferences and other special events on campus.

OFFICE OF UNIVERSITY SCHEDULING. The office charged with the non-academic scheduling of *university facilities*.

RECOGNIZED STUDENT ORGANIZATIONS. Student groups that have received official status recognition through the Office of Student Engagement. Each *recognized student organization* will have one (1) *designated event services contact* who will work with the Office of Student Engagement to 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.

III. PRIORITY OF USE AND EVENT CATEGORIZATION

The University has implemented a tiering system by means of identifying a priority of use timetable and a billing structure for all *internal* and *external 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 PROGRAMING

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 or staff must request Tier I Programming through [EMS WebApp](#).
- *Designated event services contact* for *recognized student organizations* must request Tier I Programming through the Office of Student Engagement.
- 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 PROGRAMING (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 or staff must request Tier II Programming through [EMS WebApp](#).
- *Designated event services contact for recognized student organizations* must request Tier II Programming through the Office of Student Engagement.
- Students who are not affiliated with a *recognized student organization* may reserve space for Tier II programming by following the guidelines listed in Section IV of this policy (requesting space for students not affiliated with a *recognized student organization*).

TIER III – UNIVERSITY PROGRAMING (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 [EMS WebApp](#) 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 [Waived and Reduced Rent Request Form](#) and submit it to the Director of

University Scheduling. This will begin the process with the Senior Leadership Team to assess the value of the partnership and make a determination in regard 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 Director of University Scheduling directly at (615) 460-6786 or scheduling@belmont.edu for information on availability and pricing.

IV. 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 VI of this document. During fall and spring semesters, the *Office of Event Services* is able to staff on-call technicians to support events outside of regular business hours. If you experience technical difficulties from 4:30 PM to 10:30 PM Monday through Friday, 7:00 AM to 10:30 PM Saturday, or 10:00 AM to 10:30 PM Sunday, 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.

Belmont University observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Easter
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Break

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 facilities* 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 (department scheduler) 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 e of Student Engagement.

NON-DEPARTMENTAL ACADEMIC USE

All 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, [EMS WebApp](#). These requests should be made at least ten (10) business days in advance.

All *recognized student organizations* should make these request through the Office of Student Engagement.

EVENT SPACE REQUESTS

Designated event spaces include the following:

- Beaman A&B
- Curb Event Center Arena
- Gabhart Multipurpose A&B
- Gabhart Student Flex Room
- Herbert C. Gabhart Chapel
- Janet Ayers Academic Center Conference Room C&D
- Maddox Grand Atrium
- Massey Boardroom
- McWhorter 409
- Vince Gill Room

These spaces can be requested for reservation through the university's campus scheduling platform, [EMS WebApp](#). 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
- 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 *recognized student organizations*.

REQUESTING SPACE THROUGH EMS WEBAPP (FOR FACULTY AND STAFF)

The campus-wide scheduling platform is [EMS WebApp](#), which enables Belmont faculty and staff access to view room availability and request *university facilities* online. This centralizes all events on campus into one database. Upon confirmation of the space 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. Establish account. Request a new user account through [EMS WebApp](#). Once submitted, the *Office of University Scheduling* will begin the process to approve the user account; this process may take up to five (5) business days. When the account is approved, the user will receive an email from the *Office of University Scheduling* with EMS WebApp instructions and training PDFs. Additional training is available upon request.
2. Availability. Check possible room/date availability online through [EMS WebApp](#). 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 a *designated event space* or non-event space.
3. Request. From the [EMS WebApp](#), complete the Event Space Request Form with FOAPALS by providing a thorough description of the event, including programing, A/V needs, and all required fields on 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 when fields indicate "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 Offices of Event Services and University Scheduling reserves the right to cancel events based on changes in estimated attendance.*

4. Confirmation. The *Office of University Scheduling* 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 University Scheduling* 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 University Scheduling*:

Semester	Approval Dates
Fall	Approval of space requests for the fall semester will begin mid-March.
Spring	Approval of space requests for the spring semester will begin late October.
Summer	Approval of space requests for the summer semester will begin mid-February.

The dates on the aforementioned chart are pending the completion of the *anchor and protected events* calendar which is managed by the *Office of University Scheduling* 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 Office of University Scheduling will be unable to approve the request. Please wait for the official confirmation prior to signing contracts, sending invitation, ordering catering, etc. Users who submit requests prior to the timeline listed above will receive a response from the Office of University Scheduling 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. Communicate. Upon confirmation of a scheduled event, the *Office of University Scheduling* will assign an *event manager* from the *Office of Event Services*. The *event manager* will communicate with the *event contact* prior to the event to assist in confirming and finalizing all details.

REQUESTING SPACE FOR RECOGNIZED STUDENT ORGANIZATIONS

Individual students will not be approved for an [EMS WebApp](#) account. The *designated event services contact* will be responsible for requesting space through contacting the Office of Student Engagement, 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 an [EMS WebApp](#) account. Space requests for *academic facilities* 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 a *designated event space* 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 [EMS WebApp](#) 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.

Room/Space	Building	Contact	Phone
Belmont Mansion	MAN	Director of Operations	5459
Blackbox Theater	TROUTT	Office Manager, Theatre and Dance	5503
Massey Computer Labs	MC	Technology Services Administrator	6457
Curb Café	CEC	Student Enrichment Coordinator	6144
Greek Space	BSLC	Assistant Director of Student Engagement	8528
Belmont Little Theater	HAIL	Office Manager, Theatre and Dance	5503
Leu Gallery	BUNCH	Gallery Director, Art Department	5476
MC 400 & 412	MC	Center for Executive Education	5554
MPAC	MPAC	Scheduling Coordinator, School of Music	8117
McAfee Concert Hall	MAC	Scheduling Coordinator, School of Music	8117
Sports Science Gym	SSC	Administrative Assistant, Exercise Science	6189
Rec. Gym	BSLC	Fitness & Recreation	6313
Fishbowl (SC 124) Conf. Rm.	BSLC	Office Manager, Student Life	6407
Treehouse (SC 200A) Conf. Rm	BSLC	Office Manager, Student Life	6407
Troutt Theatre	TROUTT	Office Manager, Theatre and Dance	5503

MISCELLANEOUS ITEM REQUESTS

REQUESTING TABLES

To the extent that inventory is available, tables can be requested for use in approved on-campus locations by Belmont *recognized student organizations* or *university departments* for the purpose of promotions, fundraisers, and displays. Groups may request one (1) six-foot (6') table and a maximum of two (2) chairs. All tables must have a tablecloth. (This does not include tables for events, such as academic poster displays). The table reservation policy is as follows:

1. Request. From the [EMS WebApp](#), complete the [Table Request Form with FOAPALS](#) by providing a thorough description of the event and requested location. *Recognized student organizations* contact the Office of Student Engagement to submit the request on the organization's behalf. 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. Confirmation. The *Office of University Scheduling* will reply to requests via email within five (5) business days of the table request with an event confirmation or alternative suggestions for time or location if the initial request cannot be fulfilled.
- 3a. Staff Delivery. The *Office of Event Services* will deliver table requests for all faculty and staff members.
- 3b. Student Pick Up. *Recognized 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 and returns take place Monday through Friday between 8:00 AM and 4:30 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

To the extent that inventory is available, black pipe and drape can be requested for use in indoor *designated event spaces*. 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 [EMS WebApp](#). The client will be responsible for all rental and delivery charges. Outdoor events must abide by [Belmont University's General Lawn and Grounds 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, Gabhart Multipurpose A&B, Janet Ayers Academic Center Conference Room C&D, and Maddox Grand Atrium. Stages are not recommended in any other *designated 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 *Office of University Scheduling* by phone at (615) 460-5652 or by email at scheduling@belmont.edu at least fifteen (15) business days prior to the event.

V. SCHEDULING TIMETABLE & PRIORITY OF USE TIMETABLE

The *Office of University Scheduling* 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 University Scheduling*:

SCHEDULING TIMETABLE

Semester	Approval Dates
Fall	Approval of space requests for the fall semester will begin mid-March.
Spring	Approval of space requests for the spring semester will begin late October.
Summer	Approval of space requests for the summer semester will begin mid-February.

Following the aforementioned dates, programming will be approved by the *Office of University Scheduling* in the following order:

1. As determined by the Priority of Use Timetable.
2. In order by the date submitted to [EMS WebApp](#).

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 and protected programming* calendar activities booked and approved by the Office of the Provost for the following semester by the dates outlined below, as a result the dates on the timetable below are subject to change. An email will be distributed from the *Office of University Scheduling* to the department schedulers when space approval begins for a new semester.

PRIORITY OF USE TIMETABLES BY SEMESTER

Fall Semester	Approval Dates
Tier I	Approval for Tier I will begin early March. Requests will be approved by the order in which they were received.
Tier II	Approval for Tier II will begin early March. Requests will be approved by the order in which they were received.
Tier III	Approval for Tier III will begin mid-March. Requests will be approved by the order in which they were received.
Tier IV	Approval for Tier IV will begin late March. Requests will be approved by the order in which they were received.

Spring Semester	Approval Dates
Tier I	Approval for Tier I will begin late October. Requests will be approved by the order in which they were received.
Tier II	Approval of Tier II will begin late October. Requests will be approved by the order in which they were received.
Tier III	Approval of Tier III will begin early November. Requests will be approved by the order in which they were received.
Tier IV	Approval of Tier IV will begin mid-November. Requests will be approved by the order in which they were received.

Summer Semester	Approval Dates
Tier I	Approval for Tier I will begin mid-February. Requests will be approved by the order in which they were received.
Tier II	Approval for Tier II will begin mid-February. Requests will be approved by the order in which they were received.
Tier III	Approval for Tier III will begin early March. Requests will be approved by the order in which they were received.
Tier IV	Approval for Tier IV will begin mid-March. Requests will be approved by the order in which they were received.

VI. 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 *recognized student organization* or *university department*. 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

Location	Tier I	Tier II	Tier III - <i>discounts are offered at the discretion of the Senior Leadership Team</i>	Tier IV
Classrooms	No Charge	No Charge	\$150 per day	\$150 per day
Arena	No Charge	No Charge	\$5,500 per day	\$5,500 per day
Baskin Rotunda	No Charge	No Charge	\$1,600 per day	\$1,600 per day
Baskin Trial Courtroom	No Charge	No Charge	\$400 per day	\$400 per day
Beaman A&B	No Charge	No Charge	\$400 per day	\$400 per day
Gabhart Chapel	No Charge	No Charge	\$1,250 for 4 hours \$325 for each additional hour	\$1,250 for 4 hours \$325 for each additional hour
Janet Ayers Academic Center Conference Room C&D	No Charge (not available for student reservations)	No Charge (not available for student reservations)	\$1600 per day	\$1600 per day
Maddox Grand Atrium	No Charge	No Charge	\$1,600 per day	\$1,600 per day
Massey Boardroom	No Charge	No Charge	\$400 per day	\$400 per day
McWhorter 409 Board Room	No Charge	No Charge	\$150 per day	\$150 per day
Vince Gill Room	No Charge	No Charge	\$600 per day	\$600 per day

EVENT COSTS ESTIMATES

The *event manager* will provide an estimate of anticipated event charges based on the event information the client has provided. *University 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 *recognized student organization* or *university department*. Charges will be assessed for events that are not hosted in *designated event spaces*. Receipt of the 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 [EMS WebApp](#) 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.
- Cleanup.
- 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 which involve 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 beverage 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 at (615) 460-6388.

OUTSIDE FOOD AND BEVERAGE POLICY

Outside food and beverage 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 [EMS WebApp](#), indicating in the description of the event section 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 *recognized student organization or university department* 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 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.*

VII. 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 Waived and Reduced Rent program has 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 require approval from Belmont's Senior Leadership Team.

WAIVING FEES

Discounts provided for Tier III and Tier IV Programming will require approval from the Senior Leadership Team. *University departments* and organizations seeking to apply for a discount in rental fees will begin by completing the [Waived and Reduced Rent Request Form](#). This form should be returned to the Director of University Scheduling and will in turn be shared with the Senior Leadership Team to determine if the programming is eligible for a discount.

Completion of the [Waived and Reduced Rent Request Form](#) does not ensure approval of the reduction of rental fees or other associated charges. It is the responsibility of the requesting *university 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 *university 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 require 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.

VIII. 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 University Scheduling. 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, and 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 with FOAPALS](#) in the [EMS WebApp](#) – 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 “description of this event” 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 [Waived and Reduced Rent Request 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 Herbert C. Gabhart Chapel. Please view the official [Belmont University Wedding Policy](#) for information on scheduling availability and pricing for these services.

IX. LATE SCHEDULING AND CANCELLATIONS

LATE SCHEDULING POLICY

The Event Space Request Form with FOAPALS should be submitted via [EMS WebApp](#) to the *Office of University Scheduling* 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 a *designated event space* or non-event space. Due to the high demand for *event spaces*, the *Office of University Scheduling* 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 *Office of University Scheduling* 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 *Office of University Scheduling* and the assigned *event manager* at least fifteen (15) business days in advance.

X. 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 Event Center Arena, the Maddox Grand Atrium, and McAfee Concert Hall.
- 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.

CLEANUP 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 at (615) 460-8081. 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 for approval of 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 *university 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.
- Helium balloons are prohibited in the Beaman Student Life Center, Curb Event Center, Janet Ayers Academic Center Conference Room C&D, Maddox Grand Atrium, and McAfee Concert Hall.
- All decorations must be removed from the premises by the reservation end time. An additional cleanup 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 cleanup immediately following the event. In addition, any costs incurred for excessive cleanup or repairs to an event space will be billed 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. 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 *recognized student organization* or *university department* 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 Film Policy](#). Any questions pertaining to identifying your filming category can be directed to the Director of University Scheduling 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 (1) event medic trained in emergency medical response procedures to be present. 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.

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 [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 permitted in approved on campus locations 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 grill mat, and a fire extinguisher must be checked out from the Office of Residence Life.

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. 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 University 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 without prior approval 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 *designated event spaces* and will only be scheduled by the *Office of University Scheduling*. The *Office of University Scheduling* 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 [EMS WebApp](#). 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 as a rain back-up when scheduling an outdoor event.** Any cancellations due to rain will be made with the *event manager* seventy-two (72) hours in advance of the scheduled 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 Life 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 Visitor Parking Policy](#).

POTLUCK POLICY

To protect Belmont University from liability and risk, all potlucks should be requested through [EMS WebApp](#) 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 description of event field in the [EMS WebApp](#) 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 time you would like to arrive field in [EMS WebApp](#). Clients should bring some form of the event confirmation to the event location to ensure pre-event access is granted properly. For needs after hours, clients 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 *university 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, events in any *designated event space* 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, or any event that is catered by Belmont Dining Services.

TICKETING

The *Office of Event Services* provides exclusive ticketing solutions to the Belmont campus via its exclusive agreement with Paciolan/TicketsWest. 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.

XI. APPENDIX

[Belmont University Academic Schedulers Contact Information](#)
[Belmont University Event Space Minimum Occupancy](#)
[Belmont University Film 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 and Beverage Request Form](#)
[Belmont University Posting Policy](#)
[Belmont University Reserved Visitor Parking Policy](#)
[Belmont University Table Request Policy](#)
[Belmont University Tobacco-Free Policy](#)
[Belmont University Waived and Reduced Rent Request Form](#)
[Belmont University Weapons-Free Campus Policy](#)
[Belmont University Wedding Policy](#)