



POLICY GUIDE

OFFICE OF
STRATEGIC
VENUES
& EVENT
SERVICES

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I. INTRODUCTION

Welcome to the comprehensive policy document of the Office of Strategic Venues & Event Services (OSVES) at Belmont University. This manual is designed to serve as an essential guide for our office operations, ensuring the highest level of event support through consistent oversight, responsive coordination, and exceptional execution. Developed collaboratively with multiple departments across campus, this document reflects our dedication to providing effective tools for all event stakeholders to plan and execute their events successfully.

Our mission is to amplify stories and magnify impact one event experience at a time, embracing your vision and goals to enrich your event through seamless services. Guided by our vision of setting the bar for excellence in strategic university venues, operations, and opportunities for global impact, we are committed to shaping the landscape of live event production on college campuses. By adhering to our policies, we ensure equitable and efficient use of our venues, upholding Belmont University's commitment to non-discriminatory access and equal opportunity for all. We look forward to supporting your event's needs with the highest standards of professionalism and hospitality.

Vision Statement

Setting the bar for excellence in strategic university venues, operations, and opportunities for global impact. Through meaningful connection and hands-on education, we equip the world's next generation of event and venue leaders as we shape the landscape of live event production on college campuses, leading the way in creativity, stewardship, and hospitality.

Mission Statement

To amplify stories and magnify impact one event experience at a time. Through a commitment to daily excellence, Bruin hospitality, and a conviction to help people flourish, we embrace your vision and goals to enrich your event through a one-stop-shop of seamless event services.

II. EVENT CLASSIFICATION

The University utilizes a tiered system to classify all events hosted on campus. This classification is used to determine both the booking process and billing structure for all events, internal and external.

TIER I – CLOSED UNIVERSITY PROGRAMMING

Such programs, meetings, or events are a Belmont University initiative 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. In addition, this event is free to attend, funded by a departmental budget, and overseen by a faculty or staff member.

TIER II – OPEN UNIVERSITY PROGRAMING (OPEN PRIMARILY TO BELMONT CONSTITUENTS)

Such programs, meetings, or events are a Belmont University initiative 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 collaboration with an external entity that was cultivated by a Belmont University faculty or staff member to exclusively benefit classroom instruction or convocation. In addition, the following may be true of Tier II Open University Programming:

- The program is free to attend for some or all
- The program is ticketed with an admission fee
- The program is primarily, but not fully funded by a departmental budget
- The program is a revenue generation opportunity for the department in partnership with and facilitated by OSVES (Note: University departments are prohibited from issuing additional bills/invoices to clients aimed at generating side revenue for their department)
- The program is sponsored by a department or organization that provides budget numbers to cover costs incurred
- The program is overseen by a faculty or staff member
- The program is hosted in conjunction with a partnering agency for the benefit of the academic or spiritual development of Belmont students, faculty, or staff

TIER III – EXTERNAL UNIVERSITY PROGRAMING (OPEN PRIMARILY TO EXTERNAL ATTENDEES)

Such programs, meetings, or events are a Belmont University initiative 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 event may be supported by funds from outside of the university, by internal funding sources, or a

combination of internal and external funding. While Tier III External University Programming is typically charged full external rates, if the partnership is deemed by OSVES and Belmont's Senior Leadership Team to significantly enhance the Belmont Community or significantly support the University's collective Aspirational Aim, this group is eligible for waived or reduced rental consideration at the discretion of the designated decision-making committee. In addition, the following may be true of Tier III External University Programming:

- The program is free to attend for some or all
- The program is ticketed with an admission fee
- The program is a revenue generation opportunity for a University department in partnership with and facilitated by OSVES (Note: University departments are prohibited from issuing additional bills/invoices to clients aimed at generating side revenue for their department)
- The program is sponsored by a department or organization that provides budget numbers to cover costs incurred
- The program is subject to standard rental, equipment, and other OSVES fees

TIER IV – COLLEGIATE AND COMMUNITY PARTNERSHIPS

Such programs, meetings, or events are the initiative of a private company, a non-profit organization, or individual. Marketing, if any, is aimed primarily toward external constituents and as such, the audience may consist primarily of external guests to the University. In addition, some events may be closed or private in nature and may exclude a vast majority of Belmont community members who are not staffing the event. Tier IV Programming is supported by a university college, department, campus organization, or deemed a priority relationship of the University by the Office of the President. Due to the strategic and/or relational nature of Collegiate and Community Partnerships, Tier IV programming is eligible for waived or reduced rental consideration at the discretion of the designated decision-making committee. In addition, the following may be true about Tier IV Partnerships:

- A longstanding agreement is developed and approved by OSVES Senior Leadership and Belmont's Senior Leadership Team when recurring usage or an enduring relationship is expected
- A Certificate of Insurance (COI) is required unless otherwise approved by Senior Leadership within the Office of External Engagement/University Counsel
- The program is planned and organized by an external entity with support or acknowledgement from an internal sponsor (internal sponsors can be groups such as colleges and organizations or individuals such as campus leaders and deans)
- Internal Sponsors submit a waived and reduced request form on behalf of the organizing group
- Internal Sponsors are responsible for hard costs and/or cost overages and as such, internal sponsors provide a valid FOAPAL or payment method to secure their partner's event on campus
- External group may be responsible for hard costs and/or cost overages and as such, must submit a deposit or valid form of payment to secure their space
- The university may receive non-monetary value from the event or partnership such as publicity, venue exchange, relational reciprocity, and the like

- With the granting of permission for a community partner to utilize space at a waived or reduced cost in a Tier IV manner, the University openly engages in relationship with said group, hence acknowledging support of such organizations, events, and/or initiatives.

TIER V – EXTERNAL PROGRAMMING

Such programs, meetings, or events are the initiative of a private company, a non-profit organization, or an individual. Marketing is aimed primarily toward external constituents and as such, the audience may consist primarily of external guests to the University. In addition, some events may be closed or private in nature and may exclude any or all Belmont community members who are not staffing the event. Tier V External Programming serves as a revenue generation source for the University, and waived or reduced rental fees are often at the discretion of the Senior-most venue authorities. In addition, the following may be true of Tier V External Programming:

- The program is planned and organized by an external entity
- A Certificate of Insurance (COI) is required
- A signed contract is required
- A deposit is required
- Rental fees are assessed for University owned equipment and assets
- Charges are assessed for vendor support, labor, and the like

The granting of permission for an external speaker or event to use the University's facilities in no way implies any endorsement of the individual's or group's views or opinions by the Office of Strategic Venues & Event Services or Belmont University. In addition, all bookings will adhere to the OSVES Promise, i.e., guiding principles listed within the Office of Strategic Venues & Event Services Booking Integrity Protocol.

III. SPACE USAGE POLICIES

ACADEMIC INSTRUCTION

Courses scheduled for academic credit are scheduled and managed by the Office of the Registrar.

ALCOHOLIC BEVERAGES

Alcohol is not permitted on Belmont University's campus unless prior approval is given by the Office of Strategic Venues & Event Services. Refer any questions to your designated event manager.

ANIMALS

An event involving non-service animals must be approved by the Office of Strategic Venues & Event Services. The client will be required to provide any necessary documentation requested by their designated event manager.

BOOKING TIMELINE

The Office of Strategic Venues & Event Services operates on a scheduling timetable that is dependent upon for-credit, academic instruction, which is determined by the Office of the Registrar. Below is an overview of the scheduling timetable:

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

CANCELLATION POLICY

Cancellation of an event should be submitted via email to the Office of Strategic Venues & Event Services as soon as possible. Cancellations may still result in charges, which will be communicated by your designated event manager.

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.

COST & BILLING

The event manager will provide an estimate of anticipated event charges based on the event details. 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.

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

- License fee
- Equipment fee
- Staffing Costs (including, but not limited to, operations labor, box office, EMTs, parking, security, technical support, and ushers)
- Custodial
- Administration fee
- Catering

CONTRABAND ITEMS

The following items are not permitted in campus event spaces:

- Helium balloons in designated event spaces unless approved by your designated event manager.
- 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. All spills should be reported to the 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 your designated event manager. Your event manager will file an incident report and inform Facilities Management Services and Campus Security. Any charges for damage related to the event will be invoiced to the client.

DECORATIONS

Anyone hosting an event in a university space must first consult with their designated event manager for approval of decorations best suited for use within the reserved space. The following are prohibited:

- Candles, fireworks, and sparklers
- The use of tape, glue, tacks, nails, push pins, Velcro, command hooks, or staples
- Hanging items from the lighting fixtures or ceiling
- Moving furniture
- Throwing rice, rice bags, birdseed, glitter, confetti, real flower petals or any other substance. Fake flower petals and bubbles are permitted.
- Helium balloons are prohibited in designated event spaces unless approved by your designated event manager.

- 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.

Violations of 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.

EQUIPMENT RENTALS

Equipment can be rented for use during an event. All equipment rentals must be coordinated through your designated event manager.

EXTERNAL USE AGREEMENT

External organizations will be required to sign a location agreement prior to use of Belmont facilities. Additional documentation may be required by the Office of Strategic Venues & Event Services.

DISORDERLY CONDUCT

All patrons, clients, employees, and students attending an event on the Belmont University campus are expected to abide by the campus policies in addition to all state and federal laws. Disorderly conduct will be managed on a case-by-case basis and may result in removal from campus.

DRUGS

Alcohol, illegal drugs, and misuse of legal drugs are not permitted on the Belmont University campus.

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 client. Rooms will be configured according to the request as discussed with the event manager. Moving equipment, tables, chairs, air walls, etc. is not permitted by the client or patrons. 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 designated event manager to ensure that their reserved space will be available at the

scheduled time of the materials' arrival. The university and the Office of Strategic Venues & Event Services is not responsible for loss or damage of equipment or materials left in a building or on display.

FACULTY/STAFF PERSONAL EVENTS

University facilities may be utilized by Belmont faculty/staff to host personal events at a discounted rate. Misrepresenting a personal event as a university event is considered personal fronting and will be considered a violation of the University policies. Utilizing university partnerships to receive discounted services or misrepresenting personal events as internal events is strictly prohibited.

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.
- 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.

FOOD AND BEVERAGE

Sodexo has been granted the exclusive right to sell food and beverage on the Belmont University campus. Refer any questions to your designated event manager.

FOOD TRUCKS

All food trucks must be approved by the Office of Strategic Venues & Event Services. The client will be required to provide any necessary documentation requested by their designated event manager.

FILMING AND RECORDING

The permitted use of cameras varies by event and can be prohibited completely at certain events. Please refer to the [Belmont University Film Policy](#) for guidelines pertaining to all filming and photography on campus.

HALLWAYS AND STAIRWELLS

To remain in compliance with local fire and safety codes, all hallways and stairwells must always remain free and clear of unauthorized items. Anything that needs to be set in a hallway for an event must receive prior approval from Office of Strategic Venues & Event Services. The university is not responsible for items left in the hallway or stairwell.

HOURS OF OPERATION

The Office of Strategic Venues & 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 but may incur applicable fees.

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.

KITCHEN USAGE

Kitchen spaces are operated by Sodexo 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 Sodexo. 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

Parking in a campus loading dock without prior approval from your designated event manager is prohibited and may result in towing or ticketing.

LOST AND FOUND

Belmont University's Lost and Found is housed in the Office of Campus Security. Inquiries related to lost items can be made in person or by phone at (615) 460-6617.

MAIL PACKAGES

Any client that is expecting delivery of packages for an event should alert their designated event manager at least 5 days prior to the package's arrival. The client will be responsible for any

packages shipped to or from Belmont's campus. The university and The Office of Strategic Venues and Event Services are not responsible for the loss or damage of equipment or materials left in a building or on display.

MINIMUM OCCUPANCY

Event spaces should be utilized at minimum 60% occupancy. 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 campus.

OUTDOOR EVENTS

Outdoor spaces must be scheduled through the Office of Strategic Venues & Event Services. It is recommended that all requests for outdoor space be accompanied by a request for an indoor back-up. 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. Your event manager will communicate a timeline for inclement weather cancellations.

Amplified music or speaking is not permitted outdoors while classes are in session or after 9:00 PM without prior approval from the Office of Strategic Venues & Event Services. The usage of stakes and cleats are prohibited.

OUTDOOR GRILLING

Grilling is permitted in approved on campus locations with approval by the Office of Strategic Venues & Event Services. For details, please refer to your designated event manager.

PANHANDLING & SOLICITATION

Solicitation or distribution of solicitation material is prohibited without prior approval from the Office of Strategic Venues & Event Services.

PARKING

For general parking information, please refer to the [Office of Campus Security](#) website. For the campus parking policies, please see the [Reserved Visitor Parking Policy](#).

ROOM ACCESS

Access to event spaces prior to the scheduled event time may be possible depending on availability. Pre-access must be arranged with the designated event manager.

Keys and card access are not issued to clients for an event. Your designated event manager will communicate how to access the space.

SAFETY & SECURITY

For events with an expected attendance of five hundred (500) persons or more, the Office of University Scheduling & Event Services may require additional safety & security personnel such as an EMT, paramedic, Metro Police officer, or Campus Security officer. In the event of an emergency, contact Belmont Campus Security by calling (615) 460-6911 as well as your designated event manager.

Belmont Campus Security may conduct periodic rounds throughout the university facilities. Doors to an event space must remain unlocked and free of obstruction. All groups should become familiar with emergency exits and safety policies when planning an event.

SMOKING & TOBACCO USE

The use of tobacco is prohibited on Belmont University's campus. Prohibited tobacco products include, but are not limited to cigarettes, cigars, cigarillos, electronic cigarettes (e-cigs), pipes, hookahs, all smokeless tobacco, and vapes.

TICKETING

Paciolan provides exclusive ticketing solutions for Belmont University. Ticketing for events must be arranged via the Office of Strategic Venues & Event Services.

WEDDINGS

Weddings are permitted in the Herbert C. Gabhart Chapel and Fisher Center for the Performing Arts. For details, please refer to your designated event manager.