

**AFTER HOURS EVENTS POLICY FOR THE
D. P. CULP STUDENT CENTER
AUDITORIUM, BALLROOM, AND/OR CAVE**

This policy and procedure statement relates to East Tennessee State University registered student organization events held in the D. P. Culp Student Center Auditorium, Ballroom, and/or Cave, which begin after 8:00 pm and continue until a maximum of 3:00 a.m. Events beginning earlier in the evening and extending past the established regular closing time will be charged the normal after hour's fees and are not covered by this policy. Organizations are limited to a maximum of two (2) events, of the type covered by this policy, per semester. This policy does not apply to non University-related groups.

1. Scheduling

These events must be reserved through the D. P. Culp Student Center Reservation Office in accordance with the established reservations policies (please see Facility Request/Instructions).

The completed 'Request for Use of Facilities' form with all necessary signatures must be submitted to the D. P. Culp Student Center Reservation Office at least seven (7) business days (Monday through Friday) prior to the event date. All event details, including set-up, equipment requests or rented equipment information, and any other special needs must be submitted to the D. P. Culp Student Center Reservation Office no less than seven (7) business days (Monday through Friday) prior to the event. Due to the unusual nature of the hours for these events and the scheduling problems they represent, **there will be no exceptions to this deadline.**

2. Staffing

Events held in the D. P. Culp Student Center Auditorium, Ballroom, and/or Cave will require the following support staff:

- ❖ One (1) full-time, professional staff member from the Student Affairs Division. This individual will have overall administrative responsibility for the event.
- ❖ One (1) Technical Services staff member will be on duty for sound/light support.
- ❖ One (1) or Two (2) Public Safety Officers will be required depending on the size and complexity of the event.
- ❖ The Food Service serving areas will be secured and no access allowed unless previously arranged and scheduled with the food service contractor.
- ❖ Student users will be expected to assist in any unique setups requested in the area.
- ❖ All food and drink items must be provided from the food service contractor for service over the \$300.00 amount.
- ❖ Requests for donated food and/or drink items must be provided in the form of a letter from the donating business itemizing the products to be donated for the event. This letter must be submitted for consideration to the Student Center Reservationist no less than seven (7) business days (Monday through Friday) prior to the event date.

3. Scheduling Fees

An event-scheduling fee in the amount of \$50.00 will be assessed to all student organizations scheduling any of the above-listed facilities for after hour's events. The \$50.00 fee, in the form of a check payable to ETSU or provision of the organization's ETSU Agency Account number, must accompany the completed 'Request for Use of Facilities' form, when submitted for a proposed event.

- a. Non-revenue generating events (no admission):** For events that are scheduled and conducted as planned, the \$50.00 event-scheduling fee will be returned to the organization as described below, item c.
- b. Revenue generating events (admission):** For events that are scheduled and conducted as planned, the \$50.00 event-scheduling fee will be applied to the support labor fee assessed for revenue generating events as described in this policy statement.
- c. Return Policy:** If the event is cancelled by the organization at any time after the initial request is submitted, the student organization will forfeit the \$50.00 event-scheduling fee, **no exceptions**. If, during the routing process of the facility request form, it is determined that the facility requested is not available, the event-scheduling fee will be refunded to the organization. The refund will be processed through the University by a check, payable to the student organization and will be mailed to the organization's campus P. O. Box within approximately ten (10) Business Days (Monday through Friday).

4. Other Provisions:

Labor expenses for building coverage/supervision, custodial services, technical services, security, etc. will be covered by the 'Late Night Programming Support Fund'. Due to the limited funds available, access to this support fund will be on a first-come, first-serve basis. When it is exhausted, this special funding support will no longer be available for 'After Hours Events' and normal usage charges will be assessed to the sponsoring organization. Please see attached Estimated Fee Schedule below.

Unique request for food service, special equipment, complex setups, excessive cleanup and other such items may necessitate additional charges.

University billing statements will be sent to the sponsoring organization with prompt payment expected for the amount due. Failure to promptly pay the fee will result in the organization being unable to sponsor future events during the academic year.

Interdepartmental transfers will be initiated for charges supported by the 'Late Night Programming Support Fund'.

Estimated fees for an event:

After Hours Building Operation – Four (4) Hours @ \$20.00 per hour = \$80.00

Technical Services Support – Four (4) Hours @ \$20.00 per hour = \$80.00

Security Fee Public Safety Officer – Four (4) Hours @ \$30.00 per hour = \$120.00

Total Estimated Charge to Student Affairs - \$280.00