

ADRIAN COLLEGE Facility Reservation Form

For use by College faculty, staff & student organizations

Complete this form, save and submit to Office of Conferences in Valade Hall, at least **(14) days prior** to the planned event.
To check availability for all spaces call the Office of Conferences at 517-265-5161 #4382 or 517-264-3156

<u>Building</u>	<u>Room(s)</u>	<u>Expected Attendance</u>
<u>Day of Week</u>	<u>Date(s) of Event</u>	
_____	_____	In Time _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
_____	_____	Event Start _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
_____	_____	Exit Time _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Description/Purpose of event: _____		
_____	_____	_____
Event Coordinator (PRINT)	Campus Email	Cell Phone
_____	_____	_____
Department/Organization	Advisor Name (PRINT)	Cell Phone

√ **CHECK all Services needed for this reservation**

Catering Contact Pat Dumont in Sodexo Catering at pdumont@adrian.edu or call ext. #4126 to set menu and room diagram. Also check (√) this section if your group plans to go thru lunch line

Please note: No outside food or beverages permitted in Ritchie, Caine/Terrace or Arrington Lobby

Late requests cannot be guaranteed after the following date: _____

A/V Tech Support Microphone(s)

 Pipe and Drape

 Laptop

 Projector

 Screen

 Speakers

The Office of Conferences confirms A/V support by sending a Google Event Invitation to the Event Coordinator listed on this form once the reservation has been approved by the Office of Conferences. A/V Tech Support does not provide video taping services.

Student Organizations: Students are responsible to visit ECC located on the first floor of Valade Hall or call #4485 to pick up or arrange for delivery and set-up of laptops, projectors, computer speakers and projection screens.

Late requests cannot be guaranteed after the following date: _____

Plant Services Stage

 Lectern

 Tables and Chairs

 Diagram

 Other instructions

Students: Obtain and complete a *Plant Service Request Form* from the Office of Conferences. Return form and diagram to The Student Life Office located in Caine Student Center

Faculty and Staff: Upon approval of your reservation please contact the Office of Conferences before submitting the Plant Service Request

The Office of Conference may require that you create a diagram and submit with your *Plant Service Request Form*

Plant Service Request must be submitted by: _____

I have read and understand use of the facility requested must be in accordance with *Adrian College Use of Facilities Policies* listed on the back of this form.

Signature of Event Coordinator Date

Office of Conferences Approval Date

Signature of Advisor (if applicable) Date

**IN THE EVENT OF A CANCELLATION.....
NOTIFY THE OFFICE OF CONFERENCES IMMEDIATELY**

Dates of Distribution:

Plant (1) _____ Sodexo (3) _____ LIVE Calendar _____ Tech _____ Other _____

ADRIAN COLLEGE USE OF FACILITIES POLICIES

The College maintains buildings, including a number of specialized facilities, designed and equipped to house the various types of activities required for its programs. Beyond scheduled use by the College, facilities are available for off campus customers to reserve based upon availability and booking guidelines set forth by the Office of Conference. The following policies apply to anyone utilizing any Adrian College facilities, equipment and resources.

- 1) Preference is given to Adrian College clubs/organizations/staff/faculty when scheduling facilities for events taking place during the academic year.
- 2) In order to secure your reservation, a fully completed *Facility Reservation Form* must be submitted at least 14 days prior to the start of an event for consideration to the Office of Conferences located in Valade Hall. *The Office of Conferences* reserves the right to decline your reservation based upon availability or other extenuating circumstances .
- 3) As the reserving party, it is your responsibility to contact Plant Services for room set-up and Sodexo for food and beverage orders 14 days prior to the start of your event. Student Organizations must contact the Education Curriculum Center (ECC) for A/V equipment set-up and delivery when needed. Services cannot be guaranteed if the reserving party fails to contact these departments in a timely manner.
- 4) The College facilities shall not be used for the purpose of making profit or other commercial ventures unless specifically authorized by the College. The sale of merchandise will only be permitted if incidental to the planned use. If permission to use the facilities is granted the College reserves the right to charge a fee.
- 5) Facilities may not be rented by Student Organizations to avoid College regulations.
- 6) Partisan or Special Interest Groups using College facilities will not be considered to have College approval due to such reason.
- 7) The use of all facilities is subject to all applicable federal, state, and local laws and ordinances. You and/or your group must adhere to campus quiet hours as the City of Adrian Noise Ordinance begins at 11 PM daily.
- 8) 6% sales tax will be added to the billable charges. Not-for profit organizations must give Adrian College Internal Revenue Service proof of tax exempt status including, the tax ID# which must accompany signed reservation form.
- 9) Prior approval from the Office of Conferences for the use of alcoholic beverages must be obtained and only permitted for specified events with appropriate licensure and insurance and must accompany the reservation form. Drug use is **not** permitted on College property. Tobacco use is only permitted outside of all campus facilities and at least 25 feet away from any building.
- 10) Use of special facilities or equipment such as specialized athletic areas, laboratories, serving equipment, A/V equipment, or any other equipment requires special permission from the College. A representative of the College may need to be present when specialized equipment is being used and an additional charge for these services may apply.
- 11) Alcohol consumption is only permitted in areas stated in your reservation. Fines may occur if this policy is violated. The College reserves the right to remove any individual who, in the sole discretion of the College, is being disruptive, or visibly intoxicated. As the reserving party; you are responsible for any damage caused by you or your guests to the facilities, including landscaping.
- 12) Exclusive rights for all food, beverage, and related vending machine sales must be granted to the campus vendor (with exceptions for specified campus events) through the *Director of Auxiliary Services* . Other groups **MUST** contract for food and beverages with the vendor on a campus wide basis.
- 13) No outside food or beverages may be brought into Sodexo sanctioned spaces (Adrian Tobias Center, Ritchie Marketplace and Annex, Caine Student Center/Terrace, and Arrington Ice Arena) unless written permission is granted by Sodexo prior to the scheduled event. In the event you violate this provision a charge up to \$200 will be billed to you and/or the organization listed on the form.
- 14) As the reserving party, it is your responsibility to leave the room the way you find it. Secure and turn off all A/V equipment and lights, close all windows, dispose large quantities of trash outside of building and return room to original floor plan.
- 15) You and/or your group using the facilities may need to reimburse the College for additional costs incurred including wages of personnel. The College may waive reimbursement for College Groups.
- 16) Damage to equipment or facilities will be the responsibility of the individual and/or organization named on the reservation form. Reimbursement will be required in the amount of the cost to repair or replace.
- 17) Written permission **is required** before you and/or your group hangs signs on campus or drive stakes of any kind into the ground. Sidewalk chalk, paint, spray paint, glitter, artificially colored drinks that would stain carpeting and confetti are strictly prohibited in any space on campus.
- 18) Fire and safety regulations as required by the College, Township of Adrian, the County of Lenawee and the State of Michigan will be observed by all groups using College Facilities.
- 19) Driving of vehicles on sidewalks, patio pavers and grass is strictly prohibited as well as wheeled carts are prohibited on AT Center Patio. Charges will be incurred if violated.
- 20) The intent of this policy is to provide access to College facilities for all on an equal basis. No reservations shall have a standing priority. Reservations shall be handled on a first-come, first-serve basis.
- 21) Adult supervision is required for children below the age of 18.
- 22) The user of any facility may not use the name of the College for any purpose other than publishing the time and location of the event without written permission of the College.
- 23) Should the College President, in his or her sole discretion, determine that any of the above terms are being violated, the President, or his or her designee, may terminate the User's Contract for Facility Use.