1. All requests for the use of campus facilities from registered student organizations, faculty and staff employees of North Carolina Central University must be submitted via **Facility And Calendar Event Scheduling** (FACES) 10 days prior to the event.

2. **Reservation Priority**: Facility requests submitted are assigned as available on a first served basis. However the use of space will be assigned in the following order of priority:

2.1 **University Sponsored Events** – Academic uses shall include all activities carried on or sponsored by the university or its qualified agents including activities of any registered student organization receiving funds from the North Carolina Central University Student Activities Board (SAB) Fund. Student organizations established by schools, colleges academic departments, and/or university units, funded in whole or part by university funds and intended to collect revenue in order to carry out a university program as an extracurricular student activity, are included in this category. Examples of academic users under this section include, but are not limited to, all university offices and departments (the North Carolina Central University Student Government Association; Graduate Students Association; Student Bar Association; Student Union Board; departmental clubs, and other sanctioned organizations).

2.2 **Independent Student Organizations Sponsored Activities** –North Carolina Central University acknowledges registered independent student organizations and offers them the privilege of using campus facilities for organizational functions. The activities of these organizations are sponsored by the organizations themselves. Examples of "independent student organizations" are sororities, fraternities, and social clubs, etc.

2.3 **Community and Other Sponsored Activities** – North Carolina Central University facilities are available for use by the community profit and non-profit organizations or individuals.

3. **Types Of Events**

3.1 **Simple Event** – must be submitted ten (10) days prior to the scheduled event. A simple event require little to no logistical support.

3.2 **Major Event** – must be submitted at a minimum thirty (30) days prior to the proposed event date. Major events require extensive logistical needs including but not limited to staging and sound/light equipment, campus security, musical performance, theatrical productions, venues holding more than 250 people and events requesting multiple spaces.

4. **Event Confirmations**:

4.1 Event status (confirmations, cancellations, denial) will be sent to the event requestor via email and posted to the FACES Calendar. All facilities confirmations will also be sent to North Carolina Central University Campus Police and the Building Supervisor. (See policies for details)

4.2 No event should be advertised or announced until the requestor receives confirmation for use of the facility.

5. The North Carolina Central University Ticket Office (919-530-5170) must be utilized for all events

requiring ticket sales. North Carolina Central University Police (919-530-6106) are required if tickets are sold at the door or the event is open to the public.

6. For registered student organizations, only the current officers and advisors may request use of facilities and they are required to be in attendance for the entire scheduled event. Student organizations must be registered with the Office for Student Involvement.

7. All damages to a facility and /or injuries to an event's participant must be reported to North Carolina Central University Police (919-530-6106) and to the event monitor.

7.1 All events must end by 11:00 p.m. Sundays - Thursdays and by 2:00 a.m. Fridays and Saturdays, unless by special permission of the Division of Student Affairs (Dean).

7.2 Photo student identification cards are required for entry into all student social events.

8. **Event Cancellations**:

8.1 A certified North Carolina Central University faculty/staff member or officer/advisor of a registered student organization must officially cancel an approved event no later than 2 working days prior to the scheduled event via e-mail to ***faces@nccu.edu***.

8.2 All other services requested such as North Carolina Central University dining services, campus police, event monitor, and maintenance that are not cancelled 2 working days prior to the scheduled event will be billed three (3) hours for each service or services rendered (per employee scheduled to work that event).

9. **Facilities Fee and Charges**: All departments, organizations or groups are **contractually obligated** to use North Carolina Central University Dining Services to cater any event or meeting on campus. If North Carolina Central University Dining Services cannot accommodate a request, they will provide a written statement so the departments, organizations, or groups will be permitted to use an outside vendor. Approval to use an outside vendor must also be obtained by the Business and Auxiliary Services office before a requisition can be entered into the University's Purchasing system. Any department, organization or group that fails to adhere to the University's catering policy will lose the privilege of having food at the event.

10. Acceptable forms of payments are certified checks and money orders. Financial Affairs must verify requisitions for payment from University accounts for the availability of funds before a facility may be used. Charges will still be assessed for events that are canceled less than 2 workings days prior to their expected occurrence.

11. Organizations must pay for housekeeping services, and repair of damages, including defacement. The requestor is responsible to arrange a pre-event survey with the scheduler to preclude being held responsible for previously existing conditions and damages.

12. North Carolina Central University policy strictly prohibits the use of illegal drugs, alcohol, weapons of any kind at all events. Possession of any weapon on campus will result in arrest. Firearms possession is a (Felony). Persons showing evidence of being under the influence of alcohol or illegal drugs may be denied admission to or may be removed from activities at North Carolina Central University. Alcohol beverages, illegal drugs or weapons are not permitted on campus.

12.1 Smoking is prohibited in all university buildings, football stadium, track, practice field.

12.2 Eating and drinking is prohibited in all classrooms, lecture halls, auditoriums, and laboratories.

13. All smart facilities requires that the requestor adhere to specific regulations listed below :

13.1 Request for additional tables and chairs for the stage must be made at time of initial online request.

13.2 Once the request is approved the Requestor must contact the designated staff at least 1 day prior to the event for room orientation, equipment training and access to the facility on the date of the event. If a microphone is needed inform the staff so that it can be signed over to person in charge of the event at the time of the orientation.

13.3 All decorations, rental equipment etc. brought into the facility must be removed as soon as the scheduled event is over.

13.4 All events require the requestor to schedule a post walk through of the facility with the designated staff as soon as possible during normal business hours.

14. Events held on weekends or after normal business hours require North Carolina Central University Police for entrance into the facility. The North Carolina Central University Police or the building supervisor / designee will also conduct a post walk through at the end of the event.
15. Established occupancy levels must be observed at all times for all campus facilities and that number includes the working staff.
16. North Carolina Central University policy prohibits littering or defacing property by the posting of signs, announcements, or flyers, etc. on painted surfaces, windows, doors, poles, trash cans, handrails, fences and etc.
17. Rental equipment (tables, chairs, tents, etc.) ordered and secured by the sponsoring organization is the sole responsibility of the organization. The Facilities Scheduling Office employees are not responsible for rental equipment. Rental equipment must be moved immediately. If additional time is needed to remove the equipment, approval must be granted by the building manager.
18. Furniture must remain in the requested facility at all times. If the furniture in the facility needs to be changed, a layout of the set-up plan must be submitted before the facility is approved. Any customer who violates the policy and damages occur may be charged a fee.
19. The requestor and /or caterer are responsible for clean up at the end of the event. Requestor or caterer will be required to secure a room or space to use for prep area.
20. Other special conditions for use of facilities may be applied and designated at the time of application or before approving the request.

Failure to uphold and abide by facilities use regulations may result in the cancellation of an approved application and or the forfeiture of future applications. The Facilities Scheduling Office , may at any time, reassign or cancel a reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the space reserved must be used for other purposes in the best interest of the institution or such reservation is deemed outside of the overall University mission and goal.

I, the undersigned, have reviewed the facilities use regulations and agree to all terms herein. By my acceptance I declare that the user agrees to abide by the facilities use regulations. I indemnify and hold harmless North Carolina Central University, the State of North Carolina, and all their officers, employees, and agents from all claims, demands, suits, causes of action, or judgments any person had, now has, or may have against those agencies or individuals arising out of or in any way connected with the event at the University which is the subject of this agreement. My organization will cooperate fully with the North Carolina Central University in any investigation of any claim or potential claim made by any person or organization in connection with services provided under this agreement.