1. **Purpose**

The purpose of this rule is to outline the guidelines for hosting special events at North Carolina Central University (NCCU). The University Events Center is the clearinghouse for the acquisition of temporary space for events on the campus of NCCU. In keeping with the University’s mission, this office seeks to serve and enhance the educational, cultural and social opportunities through arranging for space usage on a free or “at-cost” basis for administrators, faculty, staff, and registered student organizations, as well as for profit and non-profit community organizations. NCCU does not practice or condone discrimination in any form on the grounds of race, color, national origin, religion, sex or disability. The facilities will be made available to users in the most economical and efficient manner possible. In addition, the University Events Center serves as a resource to the entire university, providing expertise and guidance in the planning and implementation of events hosted by individual colleges, departments and other campuses.

2. **Scope**

This rule applies to all university and non-university groups using NCCU facilities or grounds.

3. **Facilities Use Request Process**

3.1 The R25 database is a central repository for all campus facility information used to schedule campus facilities for all special events for registered student organizations, faculty and administrative staff. Information about facility/space, room features, capacity, layouts, pictures, space categories, outdoor venues, organizations, contacts, resources, and scheduled events is stored
in the R25 database.

3.2 All requests for the use of campus facilities from registered student organizations, faculty and staff employees of NCCU are submitted via the Facility and Calendar Event Scheduling (FACES) database, which pulls information from the R25 database. All request submissions must be entered 10 days prior to the event.

3.3 Any faculty, staff, administrative employee and current officer or advisor of a registered organization that has a valid My EOL username and password can submit an online request for space, resources and services via FACES. All requests for campus facilities must be submitted via FACES. Each user must review and accept NCCU’s rules before being allowed to successfully login.

3.4 FACES receives the request and determines the appropriate space for the event. If a specific space has been requested, that space will be assigned if it is available for the stated date and time. Space is assigned as available on a first come, first served basis.

3.5 FACES sends requests to the supervisor of the requested facility to ensure that the facility is available for the requested date.

3.6 The Office of Special Events receives the supervisor’s approval or denial and posts the outcome in the database.

4. Available Space

4.1 Common Space is identified as spaces on campus most often requested by NCCU registered student organizations, faculty and staff. Common space includes conference rooms, multipurpose space, auditoriums, atriums, gymnasium space, bowling alley, patios, and outdoor spaces such as George Street, Track Field, etc. Complete information about common space is searchable, and can be reserved, in FACES.

4.2 Deans’ conference rooms are searchable in FACES, but are only available to Deans of their designated space.

4.3 General Classrooms are identified as available space, which can be reserved in FACES.

4.4 Special Classrooms are identified as spaces such as, but not limited to, the Chemistry Lab, Computer Lab, and the Biotech Lab, which are not available for reserved use.
4.5 Outdoor Venues are identified as external spaces on campus, including, but not limited to, George Street and the Greek Bowl.

5. Types of Events

5.1 Simple events, which require little to no logistical support, must be submitted 10 days prior to the scheduled event.

5.2 Major events must be submitted at a minimum of 30 days prior to the proposed event date. Major events are identified as events that 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.

6. Insurance Policy

6.1 At all times during the use of the property, users are required to have a policy of comprehensive liability insurance, including public liability, bodily injury, and property damage, written by a company licensed to do business, covering the use contemplated by the agreement with combined single limits of no less than $1,000,000 per occurrence and $3,000,000 aggregate. The user shall name the University, including its trustees, officers, agents and employees as additional insured for the said purpose and use of the agreement. User agrees that that the insurance will be primary coverage and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity insofar as said person or entity may have claims against University. The user shall also maintain Worker’s Compensation insurance to meet the requirements of the Workers Compensation laws of North Carolina where applicable. Certificates of Insurance evidencing such insurance coverage shall be provided to the University. Certificates of insurance will be attached to this contract by the Organization prior to execution. The Organization will cooperate fully with the University in any University investigation of any claim or potential claim made by any person or organization in connection with services provided under this agreement.

7. Reservation Priority

7.1 The use of space will be assigned in the following order:

7.1.1 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).

7.1.2 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.

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

8. Confirmation Rule

8.1 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.

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

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

8.4 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.

8.5 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.

8.6 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.

8.7 All events must end by 11:00 p.m. Sundays to Thursdays, and by 2:00 a.m. Fridays and Saturdays, unless by special permission of the Division of Student Affairs (Dean).
8.8 Photo student identification cards are required for entry into all student social events.

9. **Cancellations Rule**

9.1 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 two (2) working days prior to the scheduled event via e-mail to faces@nccu.edu.

9.2 All other services requested such as North Carolina Central University dining services, campus police, event monitor, and maintenance that are not cancelled two (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).

10. **Facilities Fee and Charges**

10.1 Acceptable forms of payments are certified checks and money orders. Charges will be assessed for events that are cancelled less than two (2) workings days prior to their expected occurrence. The Office of Special Events will invoice, collect and deposit all fees.

10.2 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.

11. **External Users**

11.1 In order for external users to request a facility at North Carolina Central University, the procedures below must be followed to ensure the University avoids possible legal actions:

11.1.1 A facilities request form must be completed at least ten (10) working days in advance. However, requests for a major event must be completed 30 days in advance of the event. The request form includes general information, rules and regulations for the use of a facility, and services and fees.

11.1.2 The nonprofit organization must provide a copy of the 501c3 certificate.

11.1.3 At all times during the use of the property, user is required to have a policy of comprehensive
liability insurance, including public liability, bodily injury, and property damage, written by a company licensed to do business in the Central of North Carolina, covering the use contemplated by the agreement with combined single limits of no less than $1,000,000 per occurrence and $3,000,000 aggregate.

11.1.4 A contract must be completed and signed by the user and Vice Chancellor.

11.1.5 The user is invoiced based on equipment and location of the event.

11.1.6 The user must pay for the event in advance.

11.1.7 The user must confer with Campus Police and Ticket office for consideration and approval of events. In addition, Health and Safety needs to be contacted to consider logistics.

12. **FACES Schedulers’ Standard Operating Rules**

12.1 All FACES schedulers must adhere to the following standard operating rules:

12.1.1 Schedulers are responsible for scheduling common spaces in their assigned building or outdoor space. They are also responsible for assisting the faculty and staff in their buildings with entering requests for common spaces/facilities in their assigned building.

12.1.2 Schedulers must review and change the status of a reservation within 48 hours (two days) from the creation date of the reservation.

12.1.3 Schedulers must review each reservation and verify that all the required fields are completed correctly, and ensuring the space(s) requested appear in the “Selected Location” section on the right side of screen.

12.1.4 If resources or services are requested, schedulers should ensure that the field is completed correctly by identifying the number of tables, chairs, trash cans, etc. Schedulers should email or create a task for the Facilities Services Department, so that work orders can be completed for the resources and services.

12.1.5 If a Technology Enhanced Facility has been requested and equipment training is needed, schedulers should email or create a task for the Information Technology Services (ITS) Manager, so that training can be provided.
12.1.6 The Functional Administrator will send reminders to schedulers if reservations are in a tentative state longer than 72 hours. If the scheduler fails to complete the reservation process, the Functional Administrator will review and process the reservation.

12.1.7 Reservations with multiple venues in different buildings will require some conferring among the schedulers.

12.1.8 When multiple schedulers are needed to approve a facility or facilities for a reservation, each scheduler should edit the reservation and either approve or deny their facility.

12.1.9 All information should be recorded in the reservation’s “Internal Notes” section to include the current date, recorder’s initials, approval or denial, and an email to the requestor of the event with reason for facility being denied, if a denial.

12.1.10 The last scheduler should confirm the reservation and send a Confirmation Report to the requestor and other schedulers.

12.1.11 Schedulers can override the 10 days rule and enter request at any time. This should be done only in emergency situations at the discretion of the scheduler.

13. **Right to Withdraw**

13.1 The University reserves the right to withdraw the privilege to use any of its facilities at any time where the use of the facility interferes with the educational mission of the University. The University shall give prompt notice to users and in those cases in which the privilege to use the facility is withdrawn prior to the event. The University will refund any amount received from the user. If the University withdraws the privilege to use a facility for an activity or event after the activity or event has begun, the user will be responsible for the actual charges or expenses incurred on the user’s behalf to the date of the cancellation and the University will refund any remainder of the deposit to the user.

14. **Library Bowl Rules**

14.1 All FACES schedulers and users must adhere to the following Library Bowl rules:

14.1.1 All events in the bowl are considered a major event. A 30 days reservation is required.
14.1.2 A clean-up plan must be submitted at the time of the reservation and approved by the Office of Special Events.

14.1.3 All events must be approved by Campus Police. Campus Police will determine if security is needed at the event.

14.1.4 No vehicles are allowed in the Library Bowl.

14.1.5 Loading in and out of the bowl is at the entrance between the Willis Commerce Building and Shepard Library, and the entrance between Annie Day and Rush Hall.

14.1.6 Tarp must be placed under the grill at all times to protect the grass and sidewalks.

14.1.7 Grills must be set-up in areas that is designated for grilling only.

14.1.8 A fire extinguisher must be located near the grill at all times.

14.1.9 The electrical source is located at D. J. Booth, Pergola. Contact the Electrical Shop if the power source location is not operational.

14.1.10 The fee for cleaning up the Library Bowl is $100 per hour. The fee for damages will be determined based on the damages.

14.1.11 Grounds Department will furnish large trash carts and remove the trash carts after the event.

14.1.12 All food must be catered by NCCU’s Dining Department. The requestor shall provide the Office of Special Events with a copy of the approval letter to use an outside vendor for a cook out. The letter should be attached to the reservation in FACES.

14.1.13 Music must be kept at a level that it does not disrupt daily business and academic activities.

15. Use of University Facilities and Summer Camp Rules
15.1 All FACES schedulers and users must adhere to the following summer camp rules:

15.1.1 All summer camps and conferences sponsored by the University, individual members of the faculty or administration, or off-campus groups which require the use of university facilities or services must request the use of such facilities online via FACES.

15.1.2 Proper notification to Campus Police, Health and Safety and others in the case of emergencies or other issues during the course of the program(s) is required.

15.1.3 A determination of the appropriate Facilities Use Fees and timely completion of all legal documents, insurance, waivers and other program documentation prior to the program start date.

16. **North Carolina Central University Sponsored Camps’ Insurance Coverage**

16.1 Programs operated under University auspices (funds passing through University managed accounts), are covered by State/Campus Insurance Policies. However, the following documents are required to assure coverage under the plan:

16.1.1 A Release form for all participants (which includes risk, health and emergency contact information) signed by the parent or legal guardian of minors. These forms should be retained in the sponsoring department and made available to the Office of Health and Safety and/or Campus Police upon request Proof of medical insurance from each participant.

16.1.2 The campus also participates in a supplemental insurance plan that may be purchased to provide additional coverage from campers in the case of accidents and/or other injuries. Please contact the Office of Legal Affairs (919-530-6105) for more information regarding these policies.

17. **Non-NCCU Sponsored Camps**

17.1 Programs operated by individuals and/or non-NCCU organizations are not covered by the University’s insurance (e.g. coaches holding camps as independent contracts or other non-profit entities). To protect the sponsoring individual and the University from liability, the following items are required:

17.1.1 A Facility Use Agreement
17.1.2 Certificate of Insurance

17.1.2.1 Professional Liability Insurance. Coverage protects the organizer and the University from claims based on professional negligence. Insurance must provide a minimum of $1,000,000 coverage for each student.

17.1.2.2 General Liability. Coverage protects the organizers and the University from claims by participants and third parties who are injured or suffer a loss or damaged property.

17.1.2.3 In addition, the University and the State of North Carolina should be named as an additional insured on each of the above policies and a copy of the Certificate of Insurance provided to the department sponsoring your camp.

17.1.3 All promotional material should have a disclaimer which indicates the program is not part of the University.

18. Background Checks

18.1 It is important for the University to ensure that all camp/program staff is appropriately screened before working with minors in NCCU’s Sponsored Camps. All summer camp/conference employees must have a Criminal Background Check completed and reviewed prior to the start of the summer camp/conference. If a Criminal Background Check is not successfully completed, the individual will not be cleared to work at the summer camp/conference.

18.2 Agreements between NCCU and non-NCCU Sponsored Camps or summer enrichment program should outline the responsibility of the sponsor to require the appropriate training and screening for all program staff. Any agreement should indemnify NCCU and the State of North Carolina for all damages related to or arising from camp/program activities.

19. Summer Conference

19.1 To protect the sponsoring individual and the University from liability, the following items are required for a non-NCCU sponsored conference.

19.1.1 A Facility Use Agreement

19.1.2 Certificate of Insurance
19.1.2.1 Professional Liability Insurance. Coverage protects the organizer and the University from claims based on professional negligence. Insurance must provide a minimum of $1,000,000 coverage for each student.

19.1.2.2 General Liability. Coverage protects the organizers and the University from claims by participants and third parties who are injured or suffer a loss or damaged property. Insurance must be at a minimum of $1,000,000 coverage for each incident.

19.1.2.3 In addition, the University and the State of North Carolina should be named as an additional insured on each of the above policies and a copy of the Certificate of Insurance provided to the department sponsoring your camp.

19.1.3 All promotional material should have a disclaimer which indicates the program is not part of the University.

20. **Event Parking**

20.1 University Departments may apply for special use permits for various departmental parking needs involving off-campus participants attending conferences, workshops, seminars and other meetings scheduled to be held on campus. All departments requesting visitor decals should pre-order by email. No decals will be issued if the pre-order is not received by the University Police Department two weeks in advance.

21. **Unlocking Doors Rules**

21.1 Internal Users - Campus organizations using facilities on the weekend will be responsible for opening doors for their events. The advisor of the organization will contact the Office of Special Events to set up an appointment with the locksmith for training on the operation of the Electronic Key Box. This training must occur not less than two (2) days prior to the event. The Locksmith will be responsible for opening the doors for events that occur during the weekdays from 7:00 a.m. – 5:00 p.m.

21.2 External Users - Community organizations using the facilities on the weekend will be charged a fee for the Locksmith or a representative from Facilities Services to open the doors. This fee will be built-in with the rental fee.

22. **Drugs, Alcohol, Weapons, Smoking**
22.1 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.

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

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

23. All Facilities Requirements

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

23.2 Once the request is approved, the Requestor must contact the designated staff at least one (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 the person in charge of the event at the time of the orientation.

23.3 All decorations, rental equipment, etc. brought into the facility must be removed as soon as the scheduled event has concluded.

23.4 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.

23.5 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.

23.6 Established occupancy levels must be observed at all times for all campus facilities and that number includes the working staff.

23.7 North Carolina Central University rule prohibits littering or defacing property by the posting of signs, announcements, or flyers, etc. on painted surfaces, windows, doors, poles, trash cans,
handrails, fences, etc.

23.8 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 removed immediately following the event. If additional time is needed to remove the equipment, approval must be granted by the building manager.

23.9 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 this rule and damages occur may be charged a fee.

23.10 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.

23.11 Other special conditions for use of facilities may be applied and designated at the time of application or before approving the request.