



Shawnee State University // Alumni & Community Events

# EVENT RESERVATION PACKET



# Shawnee State University

## Alumni & Community Events

### Event Reservation Packet

#### Contact Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### Event Information

Date of Event: \_\_\_\_\_ Space(s) Requested to Reserve: \_\_\_\_\_

Number of Attendees Expected: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Time access to facility is needed: \_\_\_\_\_ Time event will begin: \_\_\_\_\_

Time event will end: \_\_\_\_\_ Time access is no longer needed: \_\_\_\_\_

#### On-Campus Food Service

Are food or beverages being served at your event?  Yes  No

*If you plan to provide food at our On-Campus Event, you must use Aladdin Dining Services. Once you have received your Space Reservation Confirmation, please contact Aladdin Dining Service at 740.351.3180 to arrange for food and beverage service. Failure to use Aladdin Dining Services may result in the loss of future room reservation capabilities.*

Is alcohol being served at your event?  Yes  No

*Alcohol on campus is governed by the Shawnee State University Board of Trustees Policy 3.19 and Procedure 3.19.1. To obtain approval at an on-campus event or conference, the sponsoring party must complete an Alcohol Authorization Form and submit it to the Office of University & Community Events prior to one week before the event.*

## **General Rules & Regulations**

The Shawnee State University Office of University & Community Events strives to support and assist our university and community clients who are planning events on our campus. At Shawnee State University, we have numerous locations on campus to choose for intimate and spacious events. Our professional event-planning staff is here to assist you with the numerous details involved in planning your upcoming event.

1. Completed packet with all accompanying signatures must be returned to Shawnee State University's Office of University & Community Events no later than 90 days prior to the scheduled event(s).
2. The nature of the event must be consistent with the image, mission, and values of Shawnee State University's Office of University & Community Events. Shawnee State university reserves the right to refuse use of any space for any event that does not follow this standard.
3. No smoking is allowed within 50 feet of any entrance or other outside access to a building on the premises of Shawnee State University.
4. No open flames are permitted on the premise of Shawnee State University.
5. No guests are permitted beyond the rented space, hallway, coat rack area, and restrooms located in the hallway outside of the rented space.
6. Repair of any damage or loss to the facility is the responsibility of the renter and may result in the loss of deposit and possible additional charges on the bill. Inventory is taken before and after event. The renter is responsible for any missing items from the event(s) space(s). This includes, but is not limited to, items used by any agency hired by the responsible representative.
7. In the event there is an interruption in electrical service, or an emergency such as a fire, all patrons may be required by Shawnee State University's Department of Public Safety or official emergency responders to evacuate the building. Any such required evacuation is to be done immediately. This evacuation will last until the emergency situation is rectified as determined by official emergency responders. Shawnee State University will not be held liable for interruptions in quality of service in the case of acts of nature.

### **Alcohol Policy:**

1. The use of alcohol will be confined to the rented space(s) only. No alcohol is permitted anywhere outside of the rented space(s). This include restrooms, outside the entrances, service areas, or in university parking lots.
2. A sub charge of \$25.00 per hour will be added to the space reservation fee to cover the cost of a Shawnee State University's Department of Public Safety Officer to be in and around the building during the times alcohol is being served.
3. No carry-in alcohol is permitted.
4. A hold-harmless clause will be included in the rental agreement, of any party wishing to serve alcohol on the premises which will alleviate Shawnee State University and its Department of Public Safety officers from any liability associated from the serving or the consumption of alcoholic beverages.

5. Shawnee State University's Office of University & Community Events, University Administration, and the Department of Public Safety reserve the right to limit the quantity of alcohol being served.
6. The law as is related to the consumption of alcohol by persons under the age of 21 will be followed. Use of facilities constitutes a specific agreement that no one under the age of 21 will be permitted to consume alcoholic beverages on Shawnee State University property. Shawnee State University staff, Aladdin Dining Services management, and the Department of Public Safety Officers reserve the right to ask for identification to verify age.
7. Shawnee State University and its staff, Aladdin Dining Services management, and the Department of Public Safety officers reserve the right to ask individuals or the entire party to leave at any time if:
  - Any of these procedures are violated.
  - A minor is consuming alcohol.
  - An adult is providing alcohol to a minor.
  - A guest or group of guests appear intoxicated and refuse to leave the premises.
  - Alcohol is being consumed in areas outside of the rented space(s).

**Damage Policy:**

The renter agrees that if damage or excessive clean-up is incurred by Shawnee State University, the cost of such damage as well as the labor to provide clean-up will be an additional charge billed to the renter. The renter further agrees that if the same is placed in the hands of an attorney for collection, the renter is held responsible to pay the costs of collecting the amount due, including the attorney's fees.

**Renter Responsibility:**

1. The renter(s) agree to be completely responsible for any and all damages which may occur, either as a result of accidents or intentional acts of renter, guest(s), and/or those contracted by the renter for the scheduled event(s).
2. The renter(s) warrants that he/she shall remain on Shawnee State University premises at all times during the usage terms.

**Compliance Policy:**

The renter(s) agrees to comply with additional rules entitled Additional Conditions concerning the use of Shawnee State University space(s), which are attached to and made part of this agreement.

**Decorations Policy:**

The renter(s) agrees that decorations shall NOT be attached to walls, ceiling, existing wall decorations, ceiling fixtures, or windows by use of nails, any kind of tape staples, magnets, etc. Other decoration restrictions may apply as described in the attached Additional Conditions.

**Indemnity Policy:**

The renter(s) covenants at all times to hold harmless Shawnee State University's Office of University & Community Events, Shawnee State University, and its agents from and against all loss, liability, cost, or damages that may occur or be claimed with respect to any person or persons, corporation, property or chattels, on or about Shawnee State University, or to the property itself resulting from any act done, or omission by or through the renter(s), its agents, contractors, employees, invitees, or any person on Shawnee State University's premises by reason of the renter's use or occupancy or resulting from the renter's nonuse, or possession of said property and any and all loss, costs, liability, or expense resulting therefrom; and at all times to maintain Shawnee State University's premises and the surrounding property, in a safe and careful manner.

**Access to Shawnee State University Rental Spaces:**

1. All events are on a "first come, first-served" basis.
  - Ex: An evening event booked after an afternoon event may be required to have a later start time.
2. The renter(s) will be given access to the facility two hours before the event schedule time and two hours after the event scheduled time. Additional time for weekend events from Friday after 5:00 p.m. to Sunday at midnight will require an additional charge of \$25.00 per hour. All weekend events must be over by midnight on Sunday.
3. For Saturday event(s), Shawnee State University's Office of University & Community Events will make reasonable effort to allow for a Friday set-up timeframe between the hours of 8:00 a.m. to 5:00 p.m. unless another event has been previously scheduled.
4. Shawnee State University's Department of Public Safety must be on-site if event times are outside of the normal business hours for the university facilities.

**Event Clean-Up Policy:**

Clean-up of Shawnee State University's space(s) will be completed no later than 2 hours after the end of the scheduled event(s) time. Additional time beyond the 2 hours allotted for clean-up will require an additional charge of \$25.00 per hour.

**Event Conduct:**

For the duration of the event(s), the renter(s) and guest must abide by the Shawnee State University policies and comply with applicable regulations and laws. The renter(s) is responsible for the actions of guests and for any damages or losses incurred during the event(s). Shawnee State University's Office of University & Community Events has the right to refuse entry or services to and remove from the premises any person it deems to be having in an improper manner. Shawnee State University's Office of University & Community Events reserves the right to exclude or remove any person(s) from the event and university premises without liability.

**Deposit:**

The deposit amount must be attached to the Contract & Reservation Form and returned to:  
Shawnee State University  
University & Community Events  
940 2nd Street  
Portsmouth, OH 45662

The deposit amount is based upon the space(s) reserved.

Requested dates will only be held a maximum of 10 days. If the contract and deposit are not returned within 10 days of the request, the reservation will be withdrawn and opened up to other reservation offers.

**Cancellation Policy:**

A 90-day notice is required for all cancellations. Cancellations made 89 days or less prior to the scheduled event will result in a loss of the full deposited amount.

**Catering Policy:**

Aladdin Dining Services is the exclusive food and beverage provider for Shawnee State University. Please contact Aida Valle, Aladdin Catering Manager at 740.351.3160 to arrange food and beverage service for your event.

## **Rental Agreement**

### **Additional Conditions**

Shawnee State University's Office of University & Community Events reservation spaces are rented as is. Alterations to the facility are not permitted: pictures, trophies, lamps, furniture, and other day-to-day decorative accessories may not be relocated or removed from the premises.

\_\_\_\_\_ Renter Initials

No nails, staples, screws, pins, tape, magnets, or adhesives of any kind may be put into/on walls, ceilings, or floors. No adhesive tapes including but not limited to masking, scotch, and duct tape may be placed on any surfaces.

\_\_\_\_\_ Renter Initials

No fog machines, rice, confetti, birdseed or other unapproved materials shall be allowed inside or outside the facility. The renter(s) is responsible for checking with Shawnee State University's Office of University & Community Events for approval of all event(s) materials.

\_\_\_\_\_ Renter Initials

All food, drink, and other materials that stain, damage, or otherwise disfigure flooring, walls, or any other part of Shawnee State University property that will incur cleaning charges to remove the damage are not permitted. If damage occurs, Shawnee State University will contract all repairs to be made by a skilled professional; charges for repairs will be deducted from the renter's deposit. In the event that the repair costs exceed the amount of the deposit, the renter(s) will be responsible for the entire repair over and above the deposited amount.

\_\_\_\_\_ Renter Initials

All alcohol will be consumed inside the rented space(s). Any alcoholic beverages consumed outside the rented space(s) or brought upon the premises of Shawnee State University in coolers, containers, clothing, purses, etc., or brought onto the premises by anyone other than Aladdin Dining Services, shall be subject to confiscation or an immediate cancellation and shutdown of the event.

\_\_\_\_\_ Renter Initials

A joint walk-through may be requested by Shawnee State University's Office of University & Community Events after the event to determine if any damage has occurred to the facility.

\_\_\_\_\_ Renter Initials

No smoking is permitted within 50 feet of any Shawnee State University entrance.

\_\_\_\_\_ Renter Initials

Shawnee State University's Office of University & Community Events recognizes that celebrations often include children. We ask that parents supervise the children. Children should be kept from running, throwing food or other objects, standing in windows, on tables, or on chairs, or outside if unsupervised. Shawnee State University shall not be responsible for injuries to unsupervised children. The renter shall be responsible for all damages incurred from children attending the event.

\_\_\_\_\_ Renter Initials

Table and chair arrangements must be approved by Shawnee State University's Office of University & Community Events prior to the event. While every effort will be made to arrange all furniture to the request of the renter(s), Shawnee State University reserves the right to adjust furniture as necessary to allow for safety, traffic, protection of walls, or other reasons deemed necessary.

\_\_\_\_\_ Renter Initials

By the authorization signatures below, the group or individual agrees to the acceptance of all Policies & Procedures as well as the Additional Conditions outlined above.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Shawnee State University**  
**Office of Alumni & Community Events**  
Morris University Center, Room 205  
940 2nd Street  
Portsmouth, OH 45662

**Kara Stump**  
Director, Alumni & Community Events  
[kbobo-stump@shawnee.edu](mailto:kbobo-stump@shawnee.edu)  
740.351.3081