

Date Updated and**Revision History:****Published: Review:****Annually****Last Date Reviewed:** November 2019**INTRODUCTION**

The Department of University Relations is the primary organizer of major events for Bethel University and the Office of the President. The Department is responsible for the management of key University events that have a broad reach across multiple University constituencies, including students, alumni, friends, donors, and trustees. The Department also serves as advisers to and partners with other University departments, staff, and faculty on planning and producing a variety of events that help the University advance its mission.

It is our belief that any event planned and produced at or for Bethel University, regardless of its type or size, is a direct reflection of the University and its commitment to excellence, distinctiveness, and innovation. Every event is an opportunity to collaborate, create goodwill, build friendships, raise funds, and cast a positive light on the University.

Bethel University proudly partners with external organizations and/or individuals who desire to rent our facilities and grounds for approved purposes, following the University guidelines outlined herein.

EVENT POLICIES

External organizations or individuals may rent Bethel University facilities subject to the University's general policies, including Bethel University's policies regarding safety, smoking, alcohol consumption, non-discrimination, and sexual harassment. The University reserves the right to manage and restrict access to indoor and outdoor space, as well as the right to review the special event plans (including décor, entertainment, and public relations materials) to ensure that such is compatible with Bethel University's mission. All reservations and agreements made are subject to the policies and procedures of Bethel

University, as approved by the Board of Trustees. Reservations can be made only during regular business hours through the Director of University Events.

RENTAL PROCEDURE

When planning an event with Bethel University, the external organization or individual will work directly with the Director of University Events and/or the staff designee to ensure that the event takes place smoothly and efficiently.

External organizations or individuals requesting use of a Bethel University venue must submit a Rental Request Form along with a copy of their agenda or a schedule of events. Organizations or individuals that do not provide an agenda will not be considered for space rental.

RENTAL FEES

External organizations and individuals are charged facility usage fees according to the schedule set annually by the Board of Trustees. Rental fees are based on a minimum of four-hour rental period. Fees may be adjusted or waived by the President of the University and any adjustments must be requested through the Director of University Events.

Rental fees include basic room set up and take-down, standard Bethel University security during the event, and minimum general maintenance for the event space.

Rental fees do not include any food or beverage, service charges, tax, labor charges, coat check, use of audio-visual equipment or staff, outdoor tents, décor, linens, or additional maintenance and security charges.

Event arrival and departure times, as stated in the event contract, are fixed and not subject to negotiation on the day of the event.

GUARANTEES, CONFIRMATION, & PAYMENT TERMS

All external organizations and individuals are required to sign a rental contract with Bethel University to reserve the space and time of the event. The contract will specify the terms and conditions for use and rental of University facilities, including dates, times, rooms, and restrictions, as well as important insurance and liability requirements and an estimate of other event-related costs that are not included in the basic rental fee. A fifty percent (50%) nonrefundable rental fee deposit and signed contract are required to reserve the space and time of the event.

The nonrefundable balance is due 15 days prior to the event. All checks should

be made payable to: Bethel University – Office of Development. All other charges will be invoiced after the event and are due upon receipt.

INSURANCE REQUIREMENTS

External organizations and individuals approved to use Bethel University facilities and grounds must provide written evidence of COMPREHENSIVE GENERAL LIABILITY INSURANCE at least fifteen (15) days prior to the event on campus. The minimum limits of this insurance coverage must be in the amount of \$1,000,000 each occurrence. The insurance policy is required to name as the insured the individual or organization, and as the additional insured “the President and Directors of Bethel University, and its agents and employees as their interest may appear.” In addition, the University reserves the right to require limits above these minimums when in the sole discretion of the University such higher limits are justified.

External organizations and individuals holding summer camps, conferences, or athletic events are required to have a minimum insurance coverage in the amount of \$3,000,000 each occurrence. The external organization or individual is to be insured for the period of the event or program and the Certificate of Insurance must be filed with Bethel University at least fifteen (15) days prior to the event. The insurance policy is required to name as the insured the individual or organization, and as the additional insured “the President and Directors of Bethel University, and its agents and employees as their interest may appear.”

AUDIO/VIDEO & TECHNICAL NEEDS

Several University rental spaces are equipped with standard audio, video, sound, and light inventories to be operated by Bethel University technical staff.

The Director of University Events will coordinate the planning of and provide pricing for any special audio, video, sound, and light needs and their operation with the appropriate University personnel. Requests made less than 72 hours in advance may not be able to be accommodated.

The security of any equipment or supplies brought into any area by an external organization is not the responsibility of Bethel University. No equipment or supplies shall be left in any rented space overnight.

SIGNS & DECORATIONS

Bethel University reserves the right to preapprove all signage, decorations, and décor. Nothing may be affixed to any interior or exterior surface of any Bethel University facility.

No open flames are permitted. Candles or votives in glass containers are permitted in certain areas and must be approved by the venue in advance.

No bubbles, rice, confetti, birdseed, flammable props, fireworks of any kind, or live animals are permitted on the property.

FOOD & BEVERAGE

External organizations and individuals will be provided an Approved Catering List for consideration. Each organization/individual is responsible for working directly with the caterer to plan the menu.

No grilling is permitted on campus unless one of the approved caterers is providing the service.

If you plan to use an outside caterer, the caterer must be fully self-sufficient, providing their own utensils, equipment, glassware, dinnerware, silverware, paper products, trash bags, food, and beverages for the event. All food must be fully prepared before being brought on campus. On-site cooking is not permitted, and kitchens on campus cannot be used. Outside caterers are responsible for cleaning up after the event. The caterer will also be required to submit a copy of their liability insurance prior to the event.

If you plan to bring your own food, you must be fully self-sufficient, providing your own utensils, equipment, glassware, dinnerware, silverware, paper products, food, beverages, and ice for the event. On-site cooking is not permitted, and kitchens on campus cannot be used. The external organization or individual is responsible for cleaning up after the event.

ENTERTAINMENT

Live music and deejays are allowed to perform in the venues and must be set up and ready to play one hour prior to guests arrival. Music must not contain any lewd or inappropriate lyrics. The venue staff reserves the right to limit the volume of music/sound at all events.

CLEANING

General clean-up is the obligation of the external organization or individual. Lobby and nearby areas must also be cleaned of loose trash. A standard cleaning fee of \$100.00 is included in the rental fee. In addition, a charge equal to the labor costs may be assessed if necessary. If a particular event warrants extra facilities staff, it is at the discretion of the Director of Housekeeping to add additional personnel as required. The external organization or individual will incur

any additional expense for this service. Such services are charged at a minimum of four hours.

DAMAGE

Clients are responsible for any and all damages that occur as a result of the event, including damages to the buildings, fixtures, equipment, and personal property. Bethel University will bill the client for the repair or replacement charges after the event.

A damage deposit may be required at the discretion of the Director of University Events. Prior to the event, the Director of University Events and a designated person for the external organization will inspect the facility and document any problems to prevent charges for pre-existing damage.

PARKING FOR GUESTS

Adequate parking is available at no additional cost; however, external organizations or individuals must provide an expected number of guests to the Director of University Events within one week of the event.

SECURITY

If a particular event warrants extra security staff, it is at the discretion of the Director of Security to add additional security personnel as required. The external organization or individual is responsible for any additional expense for this service. Such services are charged at a minimum of four hours.

ALCOHOL

Alcoholic beverages are prohibited on the campus of Bethel University.

SMOKING

Smoking is prohibited in all University buildings and permitted only in designated areas.

WEAPONS

Weapons of any kind are strictly prohibited.

LOST & FOUND

Bethel University will not assume or accept responsibility for damage or loss of any items or articles left on the premises by the client prior to, during, or following the client's function.

CANCELLATION POLICY

Cancellations of events due to circumstances beyond the control of Bethel University (such as weather, etc.), or due to the external organization or individual violating Bethel University policy, are not the responsibility of Bethel University. Cancellation of reservations will be accepted without penalty prior to ten (10) business days of the event. Cancellations of reservations within ten (10) business days will be assessed a 25% fee for events not using Bethel University's catering services, while events using Bethel University's catering services will be charged the full fee.

RESPONSIBLE PARTIES

Department of University Relations personnel

PUBLICATION

This policy is posted on the University's website.