

Dillard University

Use of University Facilities

GUIDELINES

It is the strategic intent of the University to provide University facilities for community unification and to promote scholarship, teaching, civic engagement, and service rooted in spiritual values.

The allocation of space on campus is determined by the President, the Executive Vice President, or his designee. The Space Planning Advisory Group (SPAG) has been established to consider requests to allocate new space or reassign existing space as it becomes available.

The Office of Facilities Management (Facilities Management) is responsible for centrally and consistently coordinating the use of University-controlled facilities. This includes outdoor space and facilities allocated to a specific department for assignment of program and department space, and for the use of University facilities for classes, final examinations, and events in agreement with State, President's Office, and University policy.

Facilities Management authorizes and approves the scheduling and use of appropriate University facilities for events. To ensure the proper and non-redundant scheduling of University-controlled facilities, programs and departments are required to work with Facilities Management to formally request and schedule the desired space and to coordinate related services.

The University welcomes to our campus events that support our educational mission. To meet the University's legal and fiduciary requirements to serve as a site for an event, the University requires that certain conditions to be met by all event organizers, which are defined as:

1. Non-university organizations requesting facilities independently (external);
2. Non-university organizations (external) which are working with or sponsored by a University department (Sponsoring Department); or
3. University Departments requesting facilities for University events where no external event organizer is involved (University).

Failure to include Facilities Management in planning efforts can create unwanted, uncontrolled, and unnecessary liabilities for the campus. It can also result in scheduling conflicts, inaccuracies of calendared events, and other undesirable difficulties for the group wishing to use the space and the campus.

Internal Programs

Internal programs fall into the following categories: administration, faculty, staff, and student organizations.

Internal requests from administration, faculty, or staff can be made by submitting an “Event Request Form” to the Office of Facilities Management *ten (10) working days prior to the event*. Office hours are 8:00 a.m. to 5:00 p.m., Monday – Friday.

Student organizations should contact the Office of Student Engagement at 816-4010 for all space requests.

External & Sponsoring Department Organizations

Community organizations and University-sponsored programs must fall in one of the following categories in order to qualify for use of University facilities:

1. A governmental agency;
2. A non-profit, charitable, educational, or character-building organization;
3. A group or individual who will use the facility for educational or non-commercial uses; or
4. Others on a case by case basis.

Additional requirements include:

1. Eligibility status of off-campus groups and organizations will be reviewed. Proof of eligibility may be required.
2. An event must be related to the University’s broad educational mission.
3. Space is scheduled on a semester basis. A separate Facilities Use Request Form must be submitted for a requested date that overlaps into another semester.
4. Each request for use of facilities is generally limited to a maximum of four dates per semester.
5. A completed and signed request form for a reservation already tentatively approved by phone by the Office of Facilities Management must be received by Facilities Management no later than 40 working days prior to the beginning date of the event. Initial phone contact is usually required at least 2 months in advance of the event.
6. *Facility rental and service fees apply. An appropriate deposit must be paid, insurance requirements must be met, and the remaining fee balance must be paid prior to the event. Any additional fees will be billed after the event.*
7. A contract must be signed prior to the event or the confirmed reservation is null and void and all requirements as stated in the terms and conditions on the request form must be met.

For further information and to request the use of University facilities, please contact the Office of Facilities Management at (504) 816-4763.

PROCESS FOR RESERVATION AND USE OF FACILITIES

The conditions that event organizers must meet are:

1. All event organizers are expected to conform to the conditions listed herein with the understanding of the liabilities incurred by the University when these conditions are not satisfied.
2. External event organizers, including those working with a Sponsoring Department (Sponsor) requesting to use University facilities, are subject to the following requirements:
 - a) External event organizers must sign an Event Request Form and pay rental fees. They agree to pay for all service charges, unless a Sponsor agrees to pay for the service charges on their behalf. All deposit fees must be paid to the Business Office and a copy of the receipt for payment must be submitted to the Office of Facilities Management.
 - b) When Sponsors are involved, they are responsible for signing an Event Request Form, fully disclosing the event and their relationship with the external event organizer to Facilities Management.
 - c) All event organizers must comply with the University's insurance requirements.
 - d) External event organizers must sign a "University Lease Agreement."
3. Events must relate to the University mission. The purpose of the event should be non-profit, educational, non-commercial, character-building, or charitable. Events for profit are not typically allowed by University policy unless they are fundraising events for the University.
4. All event organizers will fully disclose the nature of the event and will not proceed with the event plans or advertise the event until Facilities Management has indicated that the facilities are available.
5. Event planning, as it relates to use of University facilities, may proceed only upon Facilities Management's interim approval.
6. All event organizers must meet the required deadline dates.

If the Sponsoring Department's request to sponsor the use of University facilities is approved and the rental fees are waived to the external event organizer, the Sponsor agrees to provide to Facilities Management a chart string account number and pay for service charges. Reimbursement of services charged to the Sponsor is solely between the external event organizer and the Sponsor.

In setting the following deadlines, the University has provided sufficient time for event organizers to perform their responsibilities and has addressed the minimum amount of time the University needs to meet its responsibilities. Therefore, these final deadlines will not change and the University will act on them. Should the event organizer be unable to meet any of these requirements in the times specified, the University either will not approve the initial request or it will cancel a space request that is in process and will not allow the event to occur.

We encourage event organizers to submit requests well in advance of the final deadlines and to work closely with Facilities Management and with the University Risk Manager so that there is frequent communication and satisfactory completion of these requirements.

DEADLINES for FACILITIES RESERVATIONS

Deadlines for External & Sponsoring Department Organizations

When an external event organizer's or Sponsoring Department's (Sponsor's) request to use University facilities is forwarded to Facilities Management, both parties are responsible for ensuring that the following deadlines are met.

At least 8 weeks (40 WORKING DAYS)* prior to the event:

1. An external event organizer or the Sponsor contacts Facilities Management to start the facility-use reservation, related services processes, and to fully disclose the event.
2. Sponsors must fully disclose to Facilities Management its involvement with the external event organizer and the nature and scope of the event.
3. The Sponsor or external event organizer will disclose the intention to request a facility rental fee waiver.
4. **The external event organizer and the Sponsor will make no commitments and will not advertise the event until the use of facilities is tentatively approved by Facilities Management and it indicates that the Sponsor or the external event organizer may proceed with event planning.**

***Note:** For large and complex requests, additional advance notice may be required.

At least 6 weeks (30 WORKING DAYS) prior to the event:

1. The external event organizer and Sponsor work with the Risk Manager, if event insurance is to be purchased through the University.
2. The external event organizer and Sponsor submit a completed and signed Event Request Form, a completed and signed "Request for a Facility Rental Fee Waiver" form, if applicable, and a list of all activities proposed for the event, if relevant. The Sponsor submits an account number to Facilities Management.
3. If a rental fee waiver is requested, Facilities Management forwards the request to the Facility Fee Waiver Review Group for approval.

At least 3 weeks (15 WORKING DAYS) prior to the event:

1. The external event organizer provides the certificate of insurance for the event to the Risk Manager through Facilities Management.
2. If event insurance is purchased through the University, that cost must be paid to the University by this time. **There will be not re-imburement of funds for insurance if event does not take place.**
3. Facilities Management informs the external event organizer or Sponsor of the approval or denial of the sponsorship and rental fee waiver request.

At least 2 weeks (10 WORKING DAYS) prior to the event:

1. If the event insurance was purchased through the Risk Manager, then the vendors have the option to purchase vendor insurance through the Risk Manager. With this option available, organizations that want to purchase vendor insurance through the University must contact the Risk Manager prior to the 10 working day deadline.
2. Facilities Management forwards the confirmed “Space Reservations” form to the Procurement and Contracts Office to prepare the Lease Agreement for signature. (do we have a Procurement and Contracts office)
3. The Lease Agreement will include the cost of any insurance purchased from the University.
4. Even if the space reservation is confirmed, final approval is contingent upon completion and approval of the insurance requirements and of the Lease Agreement.
5. Facilities Management informs the external event organizer of the request’s confirmation status and the total outstanding charges.
6. The external event organizer will sign the Lease Agreement and deliver the deposit check to the University Cashier.

At least 1 week (5-7 WORKING DAYS) prior to the event:

1. The external event organizer provides a complete list to the Risk Manager of other organizations and vendors participating in the event.
2. The external event organizer provides to the Risk Manager certification of possession of certificates of insurance for each vendor and other organizations.
3. As part of the Lease Agreement, the external event organizer will purchase vendor insurance for any participating vendor that has not yet provided the necessary certificate of insurance. Reimbursement of this cost to the organizer is a matter solely between the organizer and the vendor.
4. The external event organizer will deliver the balance due check to the University Cashier.

At least one week (5 WORKING DAYS) prior to the event:

The Risk Manager provides the external event organizer with a list of organizations and vendors who have appropriate insurance coverage and can participate in the event.

Note: The external event organizer is responsible for communicating with event vendors on all event matters including whether they can participate in the event.

Day of the event:

External event organizers and Sponsors will have in their possession a copy of the confirmed and signed “Space Reservations” form, the Lease Agreement, or both at the event.

Deadlines for Internal Programs

Depending on the nature and risk of the event the University department may be required to purchase nominee insurance. Large and complex University requests may require a minimum 60-day advance notice prior to the event.

Deadlines to contact Facilities Management for all other University requests to use University facilities for an event that does not involve external event organizers:

At least 2 weeks (10 WORKING DAYS) prior to the event:

1. All other University requests may be submitted by completing the “Event Request Form.” Departments will provide an account number to cover service charges.
2. University departments will fully disclose the nature of the event and make no commitments until Facilities Management has advised that space is available. Event planning, as it relates to use of University facilities, may proceed only upon Facilities Management’s interim approval.

At least 3 WORKING DAYS prior to the event:

In the current semester, to request a classroom or conference room for a campus meeting during normal operating hours on Monday – Friday only, submit request by completing the “Event Request Form.”

Request facilities for an event up to a year in advance with the “Event Request Form.” For best facilities selection and priority scheduling each year, note the following deadlines for submitting event request forms:

- **February 1** for all summer requests
- **June 1** for all fall requests
- **October 1** for all winter and spring requests

Facilities Management begins scheduling events shortly after these dates each year once the initial class schedule is established. Requests submitted well in advance of final deadlines are encouraged.

If you have any questions concerning Facilities Management requirements and deadlines, contact The Office of Facilities Management at 816-4763. For answers to questions concerning Risk Management insurance requirements and deadlines contact the Business Office at 816-4205.

TERMS AND CONDITIONS

External, Sponsoring Departments & University Programs

1. For university organization, campus space requests for special events must be received via the “Event Request Form” at least two weeks (10 business days) in advance of the event.
For non-university groups, the “Event Request Form” must be received at least 40 working days prior to the event along with the required proof of insurance, after advisement that the space has been tentatively scheduled for your event.
2. Event sponsorship by a campus program or department implies that the space request is for a University event. The campus program or department assumes responsibility and liability for the event. *The department agrees to give Facilities Management an account number in advance and pay for all charges.* A department representative may be required to provide event supervision. If it is determined that the event is not a University-sponsored activity, the policies governing non-university requests are required.
3. Facilities must be reserved prior to arranging for supporting services. After the services have been requested via the request form, the customer should arrange specific details of the required services directly with the service departments. For custodial, grounds, tables and chairs, and electrical services, call (504) 816-4259; for media services, call (504) 816-4716. Estimated service charges may be adjusted to actual cost after the event. Parking, Foundation, and Ticket services are arranged under separate agreements. If allowed by **Sodexo Food Services**, the sale and dispensing of food from donated sources or off campus vendors requires a *State Health permit and compliance with all State Health and State policies.* All facilities meet Americans with Disabilities Act requirements and related Federal and State laws. Customer is responsible for additional accommodation.
4. The customer is responsible for returning facilities to their original condition and will be charged after the event for extra cleanup, damages, and losses.
5. An events manager may be required to unlock and lock doors and/or to coordinate services during the event. This will be determined at the time the reservation is made. Space request for the athletic facilities requires the services of an events manager. **For Non-university Space Requests Only**
6. Space reservations with fees totaling \$100.00 or less, must be paid prior to the event. Other requests require a 50% minimum deposit or as quoted. Rental and service fees will apply and must be paid. Remaining balance is due on or before the day of event. Additional incurred fees may be calculated after the event.
Make checks payable to Dillard University. If deposit is not received prior to the event, the confirmed reservation is null and void. For Non-university Space Requests Only
7. When fees are involved, only one request for change(s) to original confirmed reservation will be honored without charge. To cover administrative/business services costs, a fee of \$10.00 or 10%, whichever is less, will be charged for each additional request for change(s). A change is defined as an addition or even

exchange of facilities, dates, services, times, etc., and does not include cancellation of facilities, dates, or services when fees are affected.

8. **Cancellation of Facilities, Dates, Services, and/or Events:** A non-refundable cancellation fee will be charged to cover administrative/business services costs in the following manner:
 - a. No charge for cancellation up to two weeks in advance of event.
 - b. Ten percent (10%) of total billing for cancellation 6 to 10 working days prior to event.
 - c. One third (1/3) of total billing for cancellation up to five (5) working days prior to event with the following exception: If notice of cancellation is not given at least one (1) full working day in advance of event, no refund will be made. There will be no refunds after the event for unused space or services.

9. A contract is required for all use of facilities by community groups and requests for which the Office of Facilities Management deems it necessary to have a contract. Compliance with the contractual terms and conditions is required. **The contract must be signed and insurance requirements must be met and received prior to the event or the confirmed space reservation is null and void.** Please contact 816-4463 concerning insurance requirements for event sponsors and for approved non-university vendors or contact 816-4205 for [Risk Management](#) contracts information.

10. The University does not permit the use of the Dillard University name, pictures, logos, or titles, on the brochure of a private or public agency advertisement when the use of such pictures, logos, or titles would imply sponsorship or active cooperation of the University in the activity. **All sign postings must be approved by Facilities Management, 816-4763.**

11. The LESSEE agrees to defend, indemnify, and hold harmless Dillard University, its Trustees, officers, agents, and employees, from all claims, costs, loss, damage, or liability arising from the negligence of the LESSEE. LESSEE also agrees to pay for all use charges and any damages to the University's property arising from the LESSEE'S occupancy of the property.

RENTAL RATES FOR EXTERNAL & SPONSORING DEPARTMENT ORGANIZATIONS

A security deposit equal to 50% of the events total cost at the time of planning is due 30-days prior to the date of the event. The balance of the final cost is due prior to the scheduled event.

FACILITIES, DESCRIPTION, RENTAL RATES

Facility	Description	Rates
Lawless Chapel	The University's chapel is designed for large audiences with a seating capacity of 800 , making this venue perfect for public recitals and lectures.	\$off-line
Lawless Social Room	The Social Room of the chapel can accommodate 60 people comfortably and is primarily set-up in classroom/theater style.	\$off-line
Edgar B. Stern Hall Amphitheater	The Stern Amphitheater is equipped with state of the art multi-media equipment and has excellent acoustics. The capacity for this venue is 160 .	\$1,500.00
Samuel DuBois Cook Fine Arts and Communications Center	The Cook Center has a 250-seat theater equipped with state-of-the-art sound and lighting systems and an Art Gallery capable of displaying art work, as well as serving as a meeting facility. <u>Limited availability during the academic year.</u>	\$2,500.00
Kearny Dining Hall	Kearny Dining Hall can be used for banquets, wedding receptions, and general meeting space. The dining hall, which includes the South and West wings, can accommodate up to 600 people .	\$3,000.00
Kearny Hall South Wing	Overlooking the balcony facing Dent Hall and Kabacoff Plaza, the South Wing can accommodate up to 200 people and is generally used as meeting space.	\$ 750.00
Kearny Hall West Wing	The West Wing is a prime area for meetings with large participation. It provides an atmosphere where participants can work and then move into a lunch setting. The capacity for this venue is 125 .	\$ 350.00
Kabacoff Plaza	Kabacoff Plaza is an outdoor facility used for various functions from cookouts to forums. It can accommodate as many as 300 people comfortably.	\$1,500.00
Dent Hall Gymnasium	Dent Hall Gymnasium can be transformed to host lectures, trade shows, athletic activities, dances, rehearsals, practice sessions, and much more. Capacity is up to 1,000 people . <u>Limited availability during the academic year.</u>	\$2,500.00
Distance Learning Room (Library)	Distance Learning room is located on the second floor of the William Alexander Library and can accommodate 40 people in a conference style setting.	\$ 500.00
Classroom	Capacity for each classroom is available upon request.	\$100.00 minimum

Additional Fees

<i>Security</i>	<i>\$20-\$25 internal groups</i>
<i>(one hour before and one hour after event)</i>	<i>\$30-\$35 external groups</i>
<i>Equipment Technician</i>	<i>\$25 pr hr</i>
<i>(one hour before and one hour after event)</i>	
<i>Custodial</i>	<i>\$15 pr hr</i>
<i>Set-up</i>	<i>\$150.00 per event</i>
<i>Installation of additional utilities</i>	<i>*</i>
<i>Supplies</i>	<i>*</i>
<i>Audio Visual</i>	<i>*</i>
<i>Additional Lighting</i>	<i>*</i>
<i>Piano</i>	<i>*</i>

** not offered at this time*

Additional charges will be assessed for services, equipment, events managers, attendants if needed, plus damages incurred. Rental fees may include normal cleanup and utilities except as noted. Normal cleanup is defined as that performed Monday – Friday during regular work hours, if work can be incorporated into the regular work schedule. Facilities meet the Americans with Disabilities Act (ADA) requirements and related Federal and State laws. Customer is responsible for additional accommodation.