



## CARTHAGE EMPLOYEE FACILITY USE GUIDELINES

### PURPOSE

This policy clearly explains the guidelines for reserving space, using campus grounds or buildings, conference facilities, and dining services by internal and external individuals and organizations. These guidelines establish regulations for the periodic, temporary, and contractual use of College facilities by external users, campus-based users, nonprofit users, and student organizations in accordance with the College's missions, goals, and policies.

### OVERVIEW

The College has established a pricing structure for nonprofit and external group events to eliminate fees to the Carthage community for meetings and events. College departments and registered and approved student organizations (defined as College Events; see below) will not be charged for using meeting/event space(s), AV, NON-AV equipment, or labor when criteria, as defined throughout these guidelines, are met.

The use of campus facilities is coordinated through the **Office of Campus Events and Conferences**. Event Management strives to provide services and facilities to the Carthage College community. Events may be initiated from any Carthage College department, registered and approved student organization, or an external source.

### SPACE USAGE CATEGORIES

#### **College Events**

College Events are activities or events ***directly related*** to the institutional mission of the College and run by faculty, staff, College departments, and registered & approved student organizations that are planned primarily for members of the Carthage College community and/or the benefit of the College. Examples include NCAA athletics events, fine/performing arts events, recreational activities, student-programming activities, faculty and staff development, commencement, convocation, open houses, recruitment events, and guest lecturers. Attendees of these events include community members, faculty, staff, students, guests, and alumni.

Event organizers are responsible for working with their supervisor or student organization advisor to coordinate with the Finance and Administrative Services Office and Human Resources for relevant support services.

Applicable catering and dining services charges will also apply.

### **College Hosted Events**

College Hosted Events are activities or events *not directly related* to the institutional mission of the College and are fully or partially run by faculty, staff, College departments, and registered & approved student organizations in coordination with an outside organization or individual. These events are primarily for community members or outside groups. Examples include non-NCAA athletic events, recreational activities, academic not-for-profit activities, College hosted youth camps or conferences (including private lessons), and departmental or student organization fundraising events that primarily generate funds through facility rental, ticket sales, or concessions. Attendees of these events include community members, outside groups or organizations, and friends of the College.

College Hosted Events require a contractual arrangement and proper proof of insurance and are coordinated through the **Office of Campus Events and Conferences**. If organizing a College hosted youth camp or conference, please refer to the Camps section below for HR and finance-related information.

Event organizers are responsible for working with their supervisor or student organization advisor to coordinate with Finance and Administrative Services and Human Resources for relevant support services.

Applicable catering and dining services charges will also apply. Based on the contractual agreement, a deposit(s) will be required with items based on consumption and other items not previously billed. The event will be invoiced for all charges following the event, with payment due 30 days from the invoice date.

### **Nonprofit Events (External Group)**

Nonprofit events are programs and activities organized by an outside nonprofit organization with 501(c)(3) status. Examples of these types of organizations include local nonprofit organizations and organizations the College holds institutional membership or maintains a relationship that directly benefits the College community. (Examples - Kenosha Unified School District, Racine Unified School District, Kenosha Area Chamber of Commerce, WAICU, Boys and Girls Club, etc.).

Nonprofit events will involve a contractual arrangement with the College and are coordinated through the **Office of Campus Events and Conferences**.

The following criteria must be met for an event to be eligible for Nonprofit rates:

- The Mission is in accordance with and furthered by the activity planned by the Nonprofit organization.
- The outside organization will be required to sign a facility usage agreement outlining the terms for the use of the College venue and is required to provide proof of liability insurance and 501(c)(3) status.

Applicable catering and dining services charges will also apply. Based on the contractual agreement, a deposit(s) will be required with items based on consumption and other items not

previously billed. The event will be invoiced for all charges following the event, with payment due 30 days from the invoice date.

*Please note: registered & approved student organizations and college departments may not reserve space for other organizations to provide access to college property or for lower rates.*

### **External Group Events**

External Group Events are programs and activities organized by individuals, groups, businesses, or organizations not included in the College's organizational structure. Examples of events include weddings, receptions, charity events, corporate meetings, and events, youth camps, conferences, social activities, expositions, etc.

External groups require a contractual arrangement and proper proof of insurance and are coordinated through the **Office of Campus Events and Conferences**. If organizing an independent youth camp or conference (including private lessons), please refer to the Camps section below for HR and finance-related information.

Applicable catering and dining services charges will also apply. Based on the contractual agreement, a deposit(s) will be required with items based on consumption and other items not previously billed. The event will be invoiced for all charges following the event, with payment due 30 days from the invoice date.

## **CAMPS AND CONFERENCES (INCLUDING PRIVATE LESSONS): HR AND FINANCE INFORMATION**

### **Employees coordinating a camp or conference as an independent entity.**

#### **Financial Procedures**

The entity will be responsible for securing a contract through the Office of Campus Events and Conferences. To do so they will need the following:

1. W-9 form declaring that they are an independent LLC, Corporation, etc.
2. If exempt from sales tax, provide a Sales Tax Exemption Certificate
3. Liability Insurance certificate naming Carthage College

Carthage will provide the space and food according to the contract. Carthage will invoice the company for the contracted amount, according to agreed-upon terms from the contract.

#### **Human Resources Procedures**

The independent LLC or company assumes all responsibility for running the camp, including selecting employees, paying employees, enrollment, and all related expenses.

### **Employees coordinating a camp or conference through Carthage.**

#### **Financial Procedures**

The employee will be responsible for securing a contract through the Office of Campus Events and Conferences. The employee should also contact the Finance and Administrative Services Office and obtain a project number from the senior accountant in charge of projects, Kathy Bretl

(kbretl@carthage.edu).

The project number will be used for tracking all income and expenses. Employees must meet with the AVP for Finance and CFO before the camp or conference is booked to establish payments to the college and employee(s). Pre-established distributions will be made after all expenses are accounted for at the end of the camp or conference.

### **Human Resources Procedures**

#### Posting A Job

1. Camp Liaison submits a PRF with the job description and set to salary
2. PRF has been approved or denied
3. If approved, HR will post the job on our recruiting sites
4. Camp Liaison will receive a link to applicant pro to review applicants

#### Processing a New Hire (This process must be completed two weeks before the camp)

1. Submit a PAF
  - a. Set the salary
  - b. Start and end date
2. PAF approved or denied
3. If approved, HR will submit a Background check via Accusource
4. HR will send a reminder email to the candidate to complete the questionnaire
5. A background check can take up to 3-7 business days
6. HR receives results
7. If the results are favorable, HR will draft an offer letter to the Camp Liaison for approval
8. Once the offer has been approved, HR will send the offer to candidate
9. Candidate returns signed letter
10. HR will hire the candidate in Workday and CX
11. HR will send a welcome letter to the candidate for provisions and the onboarding process

#### First Week of Employment (ALL ONBOARDING TASKS MUST BE COMPLETED PRIOR TO PAYMENT)

1. New hires will stop by the HR office to complete their I-9( i-9 must be completed within the first 3 days of employment due to federal law ) and and receive employee ID
2. New Hire will provide their license plate number to public safety to receive their parking pass
3. New hires will need to complete all of their tasks in Workday
  - a. Tax elections
  - b. Direct deposit (optional)
  - c. Contact information
  - d. Personal information

#### Payment Detail Options:

All payments will be given in a lump sum at the end of camp.

- A) Direct Deposit- Complete the Direct Deposit process in Workday.
- B) Physical Check - The check will be mailed to your home address

## SCHEDULING PRIORITIES

Scheduling priorities for facilities are given first to all academic scheduling and student-related programs within the guidelines of this policy and following the best use and purpose guidelines for facility usage (see below). Over the summer months and periods when school is not in session, priority continues to be provided to summer academic schedules and external requests generating revenue for the College. 4

Priority is given as follows:

- Events sponsored by the Office of the President or the Office of Advancement
- Academic courses, College events, and College hosted events (classes, exams, and large-scale college events; Admissions, Homecoming, Family Weekend, Christmas Festival, sports outings, games, meets, etc.)
- Student events (CAB events, student organizations, recitals, etc.)
- Conferences, camps, and external events

### **Facility and Maintenance Projects & Repairs**

Facility repair and maintenance is considered a top scheduling priority. Regular maintenance and repairs must be completed to maintain facilities in a manner consistent with the image appropriate for the College. Every effort will be made to complete maintenance and repairs at times throughout the year that will not conflict with College events.

## SCHEDULING FACILITIES & ROOMS

All academic classes are scheduled by the Registrar's Office. Classrooms may not be scheduled for non instructional purposes before the scheduling of classes for each semester or term, except for activities to be scheduled during non-class or weekend hours. Any changes in the classroom schedules desired by academic departments after the original room assignments should be communicated to the Registrar's Office to seek approval for the modification. If the Registrar's office approves such a modification, appropriate corrections to the academic schedule will be made. Any classroom schedule move not approved by the Registrar's Office will not be recognized, and the class will be required to return to the original reservation space.

To schedule an event on campus (not tied to academic class periods), department staff or student organization leaders must access the online room reservation system, Ad Astra. It is accessible via your OneLogin dashboard. Select, complete and submit the request form. The form submission does not guarantee a reservation; it only notifies the Office of Campus Events and Conferences of your request. You will receive a notification your request was received and if there is a conflict with your request. The reservation system should only be used for internal college events and student organizations. **The Office Campus Events and Conferences** must book nonprofit and external events to ensure that any fees, insurance requirements, and guest accommodations can be met.

As some events require special set-up (stages, outside rentals, athletic equipment, etc.) and/or maintenance, the **Office of Campus Events and Conferences** may allocate additional time to allow

for set up and breakdown of facilities or using an outside vendor, which may result in additional charges for internal, nonprofit, and external events.

Event Reservation and Related Services Requirements								
Event Organizer	Reservations	Facility charges	EVS (cleaning) charges	AV services charges	Security charges	Administrative support charges (Finance & HR)	Food service	Payment method
College events	Ad Astra	No charge	No charge unless excessive	No charge	No charge*	No charge*	Must use Parkhurst Dining	Departmental account #
Student organizations	The Harbor	No charge	No charge unless excessive	No charge	No charge*	No charge*	Must use Parkhurst Dining	Student organization account #
College hosted events	Office of Campus Events and Conferences	Current facility rental rates	Covered in facility rental rates	Rental rates may apply	Varies based on event security needs	One-time charge	Must use Parkhurst Dining	Contract, proof of insurance, and invoice
Nonprofit events	Office of Campus Events and Conferences	Current facility rental rates	Covered in facility rental rates	Rental rates may apply	Varies based on event security needs	N/A	Must use Parkhurst Dining	Contract, proof of insurance, and invoice
External Events	Office of Campus Events and Conferences	Current facility rental rates	Covered in facility rental rates	Rental rates may apply	Varies based on event security needs	N/A	Must use Parkhurst Dining	Contract, proof of insurance, and invoice

*\* One-time charges may apply due to event structure, size, or audience.*

## PAYMENTS

For all groups paying a facility usage fee, full payment is due on the total rental fees, additional services, and equipment fees upon execution of the Facility Use Agreement and Event Addendum. This fee is deemed earned when paid and is non-refundable for any reason other than a default by the College in not providing the facilities and services as agreed herein or cancellation of the event up to 48 hours prior to the event date. Nonpayment may result in the cancellation of the event. Payments made by check or money order shall be made payable to Carthage College.

Any additional event charges incurred during the event for security, room cleanup, AV requirements, equipment usage, or lost or damaged property will be billed after the event is completed and will be due and payable within 30 days after invoicing.

## CANCELLATIONS

The College reserves the right to substitute an alternative space for any facility reserved for a nonprofit or external event if deemed necessary to conduct official college business or special

programs.

In extremely rare situations, due to factors beyond the reasonable control of the College, such as any strike, lockout, labor trouble (whether legal or illegal), civil disorder, failure of power, restrictive governmental laws and regulations, riots, insurrections, war, shortages, accidents, casualties, acts of God, etc. the College may cancel a previously scheduled event without penalty. In the event of a weather emergency in which the College is closed, events and facility reservations may be canceled.

The **Office of Campus Events and Conference** will contact the primary contact or designee listed on the Agreement if an event needs to be canceled to discuss the cancellation and opportunities for rescheduling.

#### **Internal Event Cancellation (including student organizations):**

The **Office of Campus Events and Conferences** requires a 24-hour cancellation notice (excluding weekends or legal holidays) for events that do not include additional set-up, catering, or AV. Any event that does include additional set-up, catering, or AV must require a 72-hour cancellation notice (excluding weekends or legal holidays). Failure to comply with this policy could result in the loss of scheduling privileges for the remainder of the semester and potentially the following semester.

#### **Nonprofit & External Event Cancellation:**

The **Office of Campus Events and Conferences** requires a thirty (30) day cancellation notice (excluding weekends or legal holidays). If the cancellation is within the thirty (30) day policy, a refund of half the total amount prepaid for the event as outlined in the Event Addendum will be refunded. No refunds shall be made if cancellation is after the thirty (30) day cutoff or if there is a no-show for the event. For those groups wishing to reschedule their event, the non refundable portion of their Event Addendum can be applied towards the newly scheduled event date.

Applicable catering services charges, contracted services, and equipment rental charges are nonrefundable after the five (5) day cutoff.

#### **EVENT RESTRICTIONS**

All events must be scheduled in accordance with a list of restrictions, within reasonable boundaries of discretion, which include:

- Requests to serve alcohol must be reviewed and approved by the **Office of Campus Events and Conferences**. No alcoholic beverages may be brought in or carried out at any event at the College. It is the policy that no event will serve students alcohol. Exceptions to this policy require the approval of the Office of the President. The College reserves the right to limit the amount of alcohol served and to restrict locations and times when alcohol may be served in association with approved events.
- All College facilities are tobacco-free. Smoking is not permitted inside or within 20 feet of any campus building.
- Rooms must be left in the same condition at the end of the function as when the function began, with the exception of general cleanup.
- Decorations must be approved in advance by the **Office of Campus Events and Conferences**. Using nails, thumbtacks, tape, etc., on walls is prohibited. The use of glitter and confetti is

prohibited. Helium-filled balloons are prohibited in select facilities and rooms. Candles, torches, or other open flame sources are prohibited in any campus facility. Candles in a protective and nonflammable enclosure may be used upon request for special events. Decorations must be removed immediately after an event.

- No animals are allowed inside campus facilities with the following exceptions: certified guide/service animals, animals part of a special event presentation or entertainment, or as part of a laboratory colony or authorized lab use.
- No alterations may be made to campus property unless otherwise authorized by the **Office of Campus Events and Conferences** and listed within the Facilities Usage Agreement and Event Addendum.
- Scheduled users of the facilities reserved may not sublet or reassign campus property or facilities.
- Events may not allow attendance to exceed maximum facility capacities. Fire exits must remain unlocked, and exit egress must be respected at all times. The College reserves the right to stop facility use and terminate all services if an event organizer or event participants ignore such fire safety regulations.
- All events and facility use must comply with appropriate state, fire, and safety codes. Fire alarm boxes, strobes and horns, beam detectors, and other life safety equipment must be respected. No event activity, decoration, or behavior may impede their proper functioning or obscure them from view.
- Users of reserved facilities will be responsible for any loss or damage to campus facilities and property.
- Bicycles, inline skates, skateboards, scooters, motor vehicles, or other modes of mechanical transportation not associated with accommodation for an ambulatory impairment are not allowed inside College facilities.

### **SPECIAL EVENT PARKING**

To maintain order and promote safety for our students and guests, parking requirements for special events must be enacted. These requirements are also enacted to protect our student's interests and develop appropriate expectations for event organizers and their guests as regards to available parking assets on our campus.

Reserving a facility does not guarantee parking assets for your guests on campus. Arrangements for all special event parking must be made with the **Office of Public Safety** three (3) weeks before the scheduled event. This timing will allow the event sponsor adequate time to disseminate information to guests and participants.

Parking resources are limited. Failure to register your event and secure parking assets with the Public Safety Director may result in limited parking availability for your guests and participants. The event sponsor must inform their guests what parking assets are being made available for their use and where these parking assets are in relation to the event location. Public Safety officers may be stationed during certain events and will direct the guests where to park.

Additional Public Safety officers or Kenosha police officers may be an extra expense incurred for the event, depending on how many guests will be in attendance.

Guest and visitor parking available for events is limited during the academic school year. Event sponsors may wish to arrange for shuttles during the event. Coordination of the shuttles, the use of campus fleet vehicles, and obtaining authorized drivers should be discussed with the **Office of Campus Events and Conferences**.

Within reason, the **Office of Public Safety** will allow for drop-offs in front of the building where the event is scheduled. Depending on scheduling, event parking may be required at an off-campus site where guests and event participants are shuttled to campus from this off-campus location.

## **EXTERNAL VENDORS**

The College maintains an exclusive catering contract with Parkhurst Dining. All food services, whether sold or provided gratis as part of an event, must be provided by or with the consent of Parkhurst Dining.

Organizers of events must receive pre-approval from the **Office of Campus Events and Conferences** before contracting external vendors for event equipment rental or specialized services.\* For College hosted events and College events, the institution reserves the right to deny external vendor rental requests if the institution has comparable equipment.

## **CHANGES TO POLICY AND FAILURE TO COMPLY**

All policies and guidelines presented in this document are subject to review and change without notice. Facilities and service fees will be reviewed annually to assess and establish fair and reasonable costs for all internal, sponsored, and external charges.

Failure to comply with the guidelines and policies may result in the assessment of charges to recover the costs of services scheduled and/or performed, the suspension or revocation of scheduling privileges, and/or the closing of an event requiring restitution for expenses or damages.

## **CONTACT INFORMATION & ADDITIONAL RESOURCE**

### **Event Management Office**

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*Director of Campus Events and Conferences*

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