

CARTHAGE COLLEGE FACILITY USE GUIDELINES

PURPOSE

The purpose of this policy is to provide a clear explanation of 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, non-profit users, and student organizations in accord with the College's missions, goals, and policies.

OVERVIEW

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

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.

All Carthage facilities (buildings and grounds) are considered "Private Spaces".

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: athletics events, recreational activities, student-programming activities, faculty and staff development, commencement, convocation, open houses, recruitment events, guest lecturer. Attendees of these types of events include members of the community, faculty, staff, students, guests and alumni.

Please Note: Discounted rates may also apply for recruitment or fundraising events. (i.e. Athletics and Admissions) Please contact the Office of Campus Events and Conferences to inquire on eligibility/guidelines for recruitment and fundraising events.

Non-Profit Events/Non-College

Non-Profit Events/Non-College are defined as programs and activities organized by an outside non-profit organization (501 C3). Examples of these types of organizations include local non-profit organizations, organizations that 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.) Non-Profit events receive a discounted rental fee of meeting space. If Audio Visual (AV) and/or Non-Audio Visual Equipment and Labor is required standard fees apply.

Non-Profit events will involve a contractual arrangement with the College and are coordinated through the Office of Campus Events and Conferences.

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The following criteria must be met in order for an event to be eligible for Non-Profit rates:

- The Mission are in accordance with and furthered by the activity planned by the Non-Profit organization.
- The outside organization will be required to sign a facility usage agreement outlining the terms for use of College venue and is required to provide proof of liability insurance and 501 C3.
- The Non-Profit organization will be invoiced for all charges following the event with payment due in full 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 the purpose of lower rates.

External Events/Non-College

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

External Events/Non-College require a contractual arrangement, along with proper proof of insurance, and are coordinated through the Office of Campus Events and Conferences.

External Events/Non-College will be charged room, AV and non-AV equipment and labor fees based on the External/Non-College Rate Guide. 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 as well as other items not previously billed. The event will be invoiced for all charges following the event with payment due in full 30 days from the invoice date.

SCHEDULING PRIORITIES

Scheduling priorities for facilities is given first to all academic scheduling and student-related programs within the guidelines of this policy and in accordance with the best use and purpose guidelines for facility usage (see below).

Over the summer month's priority continues to be provided to summer academic schedules and then to external requests and mission appropriate events in an effort to generate revenue.

- Presidential events or events sponsored by the Office of the President
- Academic and College events (classes, exams, and large scale college events; Admissions, Homecoming, Family Weekend, Christmas Festival, sports outings/games/meets, etc.)
- Student Related Events (CAB events, student organizations, recitals, etc.)
- Conferences/Event (External Event/Non-College)

In scheduling a conference related event (external/non-college) that require the use of campus facilities, consideration will be given to the priority needs of students, faculty and staff to ensure the appropriate facilities are available and meet the primary mission of the College.

Over the summer months (June – August) priority is given to the Event Management Office in an effort to generate revenue. Consideration will be given to the priority needs of any Presidential, Academic and College events.

- Facility and Maintenance Projects/Repairs
Facilities/Room repair and maintenance is considered a top scheduling priority. In order to maintain facilities in a manner consistent with the image appropriate for the College it is necessary that regular maintenance and repairs are completed. Every effort will be made to complete maintenance and repairs at times throughout the year that will not conflict with College events.

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SCHEDULING FACILITIES/ROOMS

All academic classes are scheduled by the Registrar's Office. Classrooms may not be scheduled for non-instructional purposes prior to 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 such a modification is approved by the Registrar's office, appropriate corrections to the academic schedule will be made. Any classroom schedules 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 club/organization leaders need to access the on-line room/reservation system, Ad Astra. It is accessible via scheduling webpage on the Facilities home page. Select, complete and submit the request form. The submission of the form does not guarantee a reservation; it only notifies the Office of Buildings and Grounds and our scheduler of your request. You will receive 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. Non-profit and external events must be booked by the Office Campus Events and Conferences 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 & Buildings and Grounds may allocate additional time to allow for set up and break down of facilities which may also result in additional charges. This is true for internal, non-profit, and external events.

EVENT RESERVATION AND RELATED SERVICES REQUIREMENTS							
Event Host	Reserve Through	Facility Charges	EVS (Cleaning) Charges	AV Services Charges	Security Requirement	Food Service	Payment Method
College Division/ Department or Office	Ad Astra	No Charge	No Charge unless excessive	No cost for service with the exception of afterhours/weekends or last minute request.	Varies based upon Carthage's Event Security Guidelines	Must use Sodexo Catering	Departmental Account #
Student Organization	The Harbor	No Charge	No Charge unless excessive	No cost for service with the exception of afterhours/weekends or last minute request.	Varies based upon Carthage's Event Security Guidelines	Must use Sodexo Catering	Student Organization Account #
Non-Profit Organization /Non-College Organization	Event Management Office	Based upon Facility Fee Non-Profit Rate Schedule	Covered in facility rental fee	Depends on use of equipment	Varies based upon Carthage's Event Security Guidelines	Must use Sodexo Catering	Contract, Proof of Insurance and Invoice
External/ Non-College Organization	Event Management Office	Based upon Facility Fee Rate Schedule	Covered in facility rental fee	Depends on use of equipment	Varies based upon Carthage's Event Security Guidelines	Must use Sodexo Catering	Contract, Proof of Insurance and Invoice

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PAYMENT

For all groups paying a facility usage fee, full payment is due on the total rental fees and services/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 reasons other than default by Carthage College in not providing the facilities and services as agreed herein, or cancellation of event up to 48 hours prior to event date. Non-payment may result in 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 damage 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 non-profit 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, outside catered events and facility reservations may be cancelled.

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 must receive notice of cancellation no less than 24 business hours before the start of any event that does not include additional set-up, catering or AV. Any event that does include additional set-up, catering or AV must be cancelled at least 72 business hours before the start of the event. Failure to comply with this policy could result in loss of scheduling privileges for the remainder of the semester and potentially the following semester.

Non-Profit and External Event Cancellation:

The Office of Campus Events and Conferences requires a 48-hour cancellation notice (excluding weekends or legal holidays). If the cancellation is within the 48-hour policy a refund of half the total agreed upon in this Event Addendum will be refunded. No refunds shall be made if cancellation is after the 48-hour point or if there is a no show for the event.

Please contact Sodexo catering for specifics regarding their cancellation payment, deposit and cancellation policies.

EVENT RESTRICTIONS

All events, including internal, non-profit, and external must be scheduled in accordance with a list of restrictions, within reasonable boundaries of discretion, which include:

- The College maintains an exclusive catering contact with Sodexo Dining Services. All food services whether sold or provided gratis as part of an event, must be provided by or with the consent of Sodexo Dining Services.
- 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 of 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 President's Office. The College reserves the right to limit the amount of alcohol served and to restrict locations and time 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 College 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.

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- Decorations must be approved in advance by the Office of Campus Events and Conferences. The use of nails, thumbtacks, tape, etc. on walls is prohibited. Decorations must be removed immediately after an event.
- Candles, torches, or other sources of open flame are not permitted in any College facility. Candles completely enclosed in a protective and nonflammable enclosure may be used upon request for special events.
- No animals are allowed inside College 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 College 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 College property or facilities.
- Events may not allow attendance to exceed facility maximum capacities. Fire exits must remain unlocked and exit egress respected at all times. The College reserves the right to stop facility use and terminate all services if an event designee and/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, fire alarm strobes and horns, beam detectors, and other life safety equipment must be respected and no event activity, decoration, or behavior may impeded their proper functioning or obscure them from view.
- Users of reserved facilities will be responsible for any loss or damage to facilities and property.
- Bicycles, inline skates, skateboards, scooters, motor vehicles, or other modes of mechanical transportation, not associated with an accommodation for an ambulatory impairment, are not allowed inside College facilities.

SPECIAL EVENT PARKING

To maintain order and promote safety for all of 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 any parking assets for your guests on campus. Arrangement for all special event parking must be made with Campus Public Safety Office three (3) weeks prior to the scheduled event. This timing will allow the event sponsor adequate time to disseminate information to the event guests and participants.

Parking resources are limited. Failure to register your event and secure parking assets with the Campus Public Safety Director may very well result in no parking availability for your guests and participants. It is the responsibility of the event sponsor to inform their guests what parking assets are being made available for their use and where these parking assets are in relation to event location. Campus Public Safety officers may be stationed during certain events and will direct the guests where to park.

Additional Campus Public Safety 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, if interested.

Within reason, Campus Public Safety will allow for drop offs in front of the building that 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.

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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 on an annual basis 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 RESOURCES

Event Management Office

Contact: Meggan Mazanet
Title: Director of Campus Events and Conferences
Location: Todd Wehr Center
Phone: 262-551-5676
Email: mmazanet@carthage.edu

Contact: Michael Michaud
Title: Director of Todd Wehr Center - Facility Operations
Location: Todd Wehr Center
Phone: 262-551-5779
Email: mmichaud@carthage.edu

Building and Grounds

Contact: Janelle Henry
Title: Buildings and Grounds Office Manager (Campus Reservationist)
Location: Todd Wehr Center
Phone: 262-551-5752
Email: jhenry1@carthage.edu

Public Safety

Contact: Erin Mortensen
Title: Director of Public Safety
Location: Johnson Hall
Phone: 262-551-5911
Email: emortensen@carthage.edu

Sodexo Catering

Contact: Christine Sward
Title: Sodexo Catering Manager
Location: TWC – Student Dining Hall on 2nd Floor
Phone: 262-551-5360
Email: csward@carthage.edu

Helpful Web links:

- Event Planning Services: *in process*
- Facilities Usage Agreement (for non-profit and external events)
- Non-Profit and External/Non-College Pricing Structure: *in process*
- Catering Services: <https://carthage.sodexomyway.com/catering/index.html>
- Reservation Services: <https://astra.carthage.edu/Astra/Portal/GuestPortal.aspx>
- Room set-up Guide (Todd Wehr Center): <https://www.carthage.edu/business-services/operations/todd-wehr-center/room-setup-guide/>
- Camps and Conference Policies: *in process*