

# Event Services Procedures Manual

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The following provisions of this manual may be revised, supplemented or amended as necessary at any time by the appropriate University authorities.

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## **EVENT SERVICES**

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### **Mission**

The primary mission of the Schreiner University Office of Event Services is to provide guests with a professional, comfortable, pleasant and efficient meeting experience. We host a variety of events and activities to suit a diverse clientele. From summer camps to private business conferences, Schreiner University is an excellent venue to host an event. Our conference staff will work diligently to provide an exceptional experience. Our office embodies the principles of integrity and diversity in an ethical and professional business environment.

### **Staff**

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### **General Information**

Office Hours:  
8:00 – 5:00 M-F  
Weekends by Appt

Phone Numbers:  
(830) 792-7456 Office  
(830) 792-7452 Fax  
(830) 792-7278 Admin

Location:  
Cailloux Campus Activity Center  
First Floor  
2100 Memorial Boulevard  
Kerrville, TX 78028

### **Website**

<http://www.schreiner.edu/conferences/index.html>

## **INDOOR FACILITIES**

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Schreiner University offers a variety of quality facilities in a number of different locations suitable for meetings, conferences, receptions and other events. Below is a listing of all available facilities and their seating capacities.

### **CAILLOUX CAMPUS ACTIVITY CENTER**

#### Seating Capacities

Room	Dimensions	Sq Feet	Theatre	Banquet	Dance	Conference (Square)
Ballroom	48 x 134	6,432	430	430	300	-
Ballroom 1 & 3	41 x 48	1,968	130	120	-	40
Ballroom 2	48 x 52	2,496	200	165	100	60
Lion's Den	52 x 68	3,536	-	100	100	-
Fishbowl	12 x 27	324	18	-	-	15
PDR	16 x 23	368	-	10	-	10
River Room	36 x 47	1,692	80	60	40	30
Schreiner Recliner	36 x 47	1,692	-	-	-	-
Theatre	18 x 42	756	64	-	-	-
Think Tank	17 x 23	391	25	-	-	15

#### Policies

- The Schreiner University Master Calendar takes precedence over reserving CCAC facilities
- The President's Office takes precedence over reserving the PDR
- The Lion's Den and Theatre are regarded as province of Student Activities in most circumstances
- The Schreiner Recliner is a student lounge and may only be reserved after 5:00 pm during the week and on weekends.
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services
- A piano is available in some spaces

### **DIETERT CHAPEL AUDITORIUM**

#### Seating Capacities

Room	Sq Feet	Seating Styles	Capacity
Auditorium	5520	Auditorium/Stage	700
Lobby	728	Reception	100
Classrooms & Practice Rooms	Varies	Classroom	Varies

#### Policies

- The Schreiner University Master Calendar takes precedence over reserving facilities
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services

## **EDINGTON GYM**

### Seating Capacities

Room	Dimensions	Sq Feet	Seating Styles	Capacity
Edington Gym	73 x 113	8,249	Basketball – Volleyball Court/Stand	1200 (using floor for seating)

### Policies

- The Schreiner University Athletics Department will have priority over reserving gym
- Only Sodexo Campus Services may provide food and drinks (including concessions) without prior written permission of Sodexo Campus Services
- No street shoes permitted on gym floor
- All tables and chairs for this facility must be requested at the time of the reservation and are delivered by Environment Management

## **ELAINE B GRIFFIN WELCOME CENTER**

### Seating Capacities

Room	Seating Styles	Capacity
Mothers Room	Conference	15
Chapel	Theatre	30

### Policies

- The Schreiner University Master Calendar takes precedence over reserving facilities
- The Mothers Room is considered the province of the Admissions Department in most circumstances
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services
- Sound is to be kept to a minimum due to surrounding offices

## **GUS SCHREINER DINING HALL**

### Seating Capacities

Room	Theatre	Banquet	Dance	Conference
Dining Hall	-	240	140	-

### Policies

- The Schreiner University Master Calendar takes precedence over reserving Dining Hall
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services
- Seating arrangements are limited

## **HANSZEN FINE ARTS BUILDING**

### Seating Capacities

Room	Seating Styles	Capacity
Theatre	Theatre with stage	100

### Policies

- The Fine Arts Master Calendar takes precedence over reserving Fine Arts facilities
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services

## **KATHLEEN CAILLOUX HALL**

### Seating Capacities

Room	Seating Styles	Capacity
Classrooms	Classroom	Varies

### Policies

- The Schreiner University Master Academic Calendar and Schedule takes precedence over reserving classroom facilities
- Audio Visual equipment in this facility is operated by Information Technology
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services

## **LOGAN LIBRARY**

### Seating Capacities

Room	Seating Styles	Capacity
160	Conference	8
Grand Foyer	Reception	50
Scarle Phillips	U-Shape/Conference	36

### Policies

- The Logan Library Master Calendar and Schedule takes precedence over reserving Library facilities
- Audio Visual equipment in this facility is operated by Information Technology
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services

## **MOODY/TRULL SCIENCE BUILDING**

### Seating Capacities

Room	Seating Styles	Capacity
Moody 106	Auditorium	60
Classrooms	Classroom	Varies

Policies

- The Schreiner University Master Academic Calendar and Schedule takes precedence over reserving classroom facilities
- Audio Visual equipment in this facility is operated by Information Technology
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services

**W.E. WEIR BUILDING**

Seating Capacities

Room	Seating Styles	Capacity
Classrooms	Classroom	Varies

Policies

- The Schreiner University Master Academic Calendar and Schedule takes precedence over reserving classroom facilities
- Audio Visual equipment in this facility is operated by Information Technology
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services

## **OUTDOOR FACILITIES**

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### Seating Capacities

Area/Facility	Features
Rex Kelley Pavilion	Sliding doors with concrete floor
Robbins Lewis Pavilion	Open Air with Asphalt Floor and Stage
CCAC Lawn	Can be striped for marching field
Swimming Pool	4' Depth
Tennis Courts	4 Sets
Track and Soccer Field	Portable bleachers
Softball Field	Portable bleachers
Baseball Field	Portable bleachers

### Policies

- Rental does not include personnel, furnishings or equipment
- Only Sodexo Campus Services may provide food and drinks without prior written permission of Sodexo Campus Services
- Users cannot hang banners, signage, etc. on building surfaces without prior approval from Event Services
- SU Security will monitor sound levels and inform users when sound levels must be lowered
- Sound may not begin before 9 am and not continue past 10 pm
- Users or their guests may not block any access ways, pathways, handicap ramps, doors, fire lanes or other areas
- Users and their guests must park in designated parking areas
- Outdoor events involving radio stations, bands, DJ's or other sound amplification must be identified at the time of the reservation request with Event Services
- All tables and chairs for outdoor facilities must be requested from Event Services at the time of reservation and are delivered by Environment Management
- Vehicles are not allowed on the grass without prior approval from SU security
- Event Services is to be notified of any major props (blow-ups, tents, portable stages, etc.) at the time of reservation request.
- Electrical/water needs should be requested from Event Services at the time of reservation request
- Special requests for outdoor usage of space not listed above must be approved prior to the event by Event Services

## **GENERAL GUIDELINES FOR FACILITIES**

Event Services is responsible for coordinating the use of all university facilities. All requests for the use of university facilities must be submitted to Event Services, except department requests for academic classrooms. Event services will review applications for facility usage, and within the context of the University's mission, policies and procedures, reserves the right to grant or deny requests.

All events are subject to the following:

- State and federal laws
- Schreiner University's rules, regulations, and policies, and
- Guidelines of the Event Services Office

The person requesting the facilities and services must ensure that the event and patrons are in compliance with all applicable requirements.

Event Services maintains the right to cancel any event not in compliance with these regulations. Further, Schreiner University reserves the right to revoke the event already in progress if there is a material omission.

### **Alcohol**

The consumption and/or possession of alcoholic beverages on University premises in conjunction with events organized through the Event Services Office is allowed only with prior knowledge and approval of the Director of Event Services. Alcohol may only be served through arrangement with Sodexo Campus Services. No outside alcoholic beverages are allowed to be brought into any event at Schreiner University. Schreiner University requires security be present at any event serving alcohol. A minimum of one security officer per 100 guests is required. The Director of Security will determine the exact number of officers required. Security will be arranged at the time of the reservation request. Additional licenses and fees may be required.

### **Animals**

Animals, other than those trained to assist with the disabled, are not permitted in University facilities.

### **Catering/Food Service**

Only Sodexo Campus Services may provide food and drinks (including alcohol) for events held on the Schreiner University Campus. All space must be reserved through the Event Services office prior to booking foodservice. Sodexo Campus Services may be reached at (830) 896-2347.

### **Cleaning Responsibilities**

All organizations are required to return the reserved space to its original condition before departing. All decorative materials should be removed.

### **Damage and Loss**

- All individuals using University facilities are expected to take reasonable steps to ensure proper care of the buildings and equipment. Accidental damage, repair,

and replacement costs are the responsibility of the sponsoring organization. Intentional misuse, vandalism, defacing and/or destruction of University facilities, and/or equipment will result in proper legal action that may include replacement costs.

- Property of Schreiner University (i.e. furniture, paintings, displays, flags, etc.) may not be moved or removed from the facility without approval.

### **Decorations**

Confer with the Event Services staff regarding decorations best suited for use within the facility, such as tape, staples, tacks, nails, pins, or hooks.

- **Users may not use glitter, confetti or water filled items without prior approval of the Event Services Office.**
- **Decorations that might pose a fire hazard (including candles) will not be used.**
- Extension cords will not be used to provide power unless approved by the University.
- All decorations and materials must be removed by the sponsoring organization immediately following the event. Failure to do so will result in the items being discarded.

**The client will be billed for any damage to surfaces and/or any excessive cleaning requirements (See Special Service Fees).**

### **Donations/Collections**

Only registered student organizations may request permission to set up donation sites for items such as money, canned goods, clothes, etc. in the University facilities.

### **Drugs**

The use or possession of any illegal drug is strictly prohibited.

### **Equipment Usage**

Equipment (audio-visual, tables, chairs, easels, etc.) will be placed in reserved spaces at the request of the individual or group reserving the space. Equipment will remain in the reserved space for the duration of the event and shall not be removed or transported from University property.

### **Evacuation Procedures**

In the case of an evacuation, individuals are to comply with the building and/or security staff at all times. Facility users will be notified of an emergency or threat to safety by an alarm, the building staff or Schreiner University Security. If necessary, the facility will be evacuated in a calm and orderly fashion. In case of evacuation, all persons are to remain outside the building until they are instructed to return by the building staff or security. Use the stairs, not the elevators, in evacuation situations.

### **Event Security**

The University requires security for events where alcohol is present, and/or events posing a security concern, including events which are attended primarily by minors. A minimum of one Security Officer per one hundred guests is required, unless otherwise waived by the Vice President for Administration and Finance. The Director of Security will determine the number of officers as well as which officers are needed to adequately

monitor the event. A fee of \$25 per hour per officer will be charged to the client, which will be arranged through the Event Services Office.

### **Event Storage**

- Schreiner University does not offer storage facilities for equipment or decorations.
- Users who need to have materials and equipment (including cakes, DJ's etc.) delivered prior to an event must check with the Event Services staff to ensure their reserved space will be available at the time of the materials' arrival.
- The University assumes no responsibility for damage to or loss of equipment or materials left in the building or on display.

### **Fire Alarms/Drills**

Fire alarms and all other emergency related equipment are provided for the protection of the public and users of University facilities.

### **Gambling**

Gambling, in any form, is not permitted in University facilities.

### **Hallways and Stairwells**

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items. An unauthorized item is defined as anything that is not a permanent fixture such as a trash receptacle. Easels, display boards, or other items are not to be stored in hallways and stairwells.

### **Medical Emergency**

SU Security is to be contacted immediately at (830) 739-1111 in the event an accident or emergency arises.

### **Safety/Security**

- For safety, security and convenience, SU Security and/or the Building Managers conduct periodic rounds throughout the facilities. They must be able to enter all spaces at any time. Therefore, doors to an event space must remain unlocked and free of obstruction while the event is in progress.
- SU Security or the Building Manager should be notified in the event of an emergency and/or made aware of emergency situations that arise.
- All persons using Schreiner University facilities are to act responsibly. Individuals who display disruptive, dangerous, or inappropriate behavior will be asked to leave.
- All groups should become familiar with emergency exits and safety policies when planning an event.
- Security will be required for certain events on campus (see Special Event Security).

### **Smoking**

The use of all tobacco products is prohibited in University facilities, including all offices, leased spaces, doorways, meeting rooms, restrooms, and dining areas.

## **USER CATEGORIES**

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Users will be charged fees for facility use according to the three (3) categories outlined below. Fees are charged at uniform rates, the President of the University having the authority to adjust or waive them in individual circumstances. It is understood that some use requests will be difficult to categorize precisely. The Director of Student Center/Event Services will confer with the appropriate member of the Administrative Council when the category is in question. Paramount consideration will be to balance courtesy, facilities use consistent with Schreiner University's mission and recognition of the cost of maintaining the facilities.

### **Schreiner University Expense**

For registered student organizations, university departments, and select other organizations, events will have no room rental charges assessed unless they are deemed a major event. (If considered a major event, service fees will apply. Event Services reserves the right to determine the definition of a major event.)

- University functions, including classes, programs, recruiting and fundraising
- Recognized student organization activities
- Official events of the Presbyterian Church USA (local, presbytery, synod)
- Kerrville Police Department (seminars and classes only – social functions are at the reduced rate)
- Expanding Your Horizons
- Hill Country Crisis Council Training
- Leadership Kerr County
- Symphony of the Hills
- Schreiner Alliance
- Kerrville Area Chamber of Commerce
- Sumner Foundation
- Living History Days
- Texas Writer's Conference
- Community Foundation of the Texas Hill Country
- Texas Hill Country Counselors

### **Reduced Rate or Non-Profit Rate (Affiliated Groups)**

A reduced room rental charge will be assessed for the following groups, unless they are deemed a major event. If considered a major event, service fees will apply. Event Services reserves the right to determine the definition of a major event. Not for profit entities (educational, community, religious)

- Personal functions of Schreiner University board members, faculty, staff, students or donors
- Coaches/faculty camps
- Members of the Schreiner Former Students Association (20% discount from standard rate with current SFSA membership)
- Not for profit organizations. Must provide proof of non-profit status.

### **Standard Rate**

For off-campus groups wanting to use SU facilities for seminars, meetings, or banquets, full rental fees apply. Non-affiliated groups are defined as the following:

- Personal functions of other affiliated individuals (friends, alumni)
- Non-Schreiner summer camps
- Any other business not otherwise mentioned above

## FACILITY RENTAL FEES

Facility	Reduced Rate (per day)	Standard Rate (per day)
Classrooms	\$50.00	\$100.00
<b>Cailloux Campus Activity Center</b>	\$1800.00	\$3600.00
<b>Ballroom</b>	<b>\$600.00</b>	<b>\$1200.00</b>
Ballroom 1&3 (Carpeted)	\$180.00	\$360.00
Ballroom 2 (Hard Wood)	\$300.00	\$600.00
Lion's Den Snack Bar	\$120.00	\$240.00
Fishbowl	\$60.00	\$120.00
President's Dining Room (PDR)	\$60.00	\$120.00
River Room	\$90.00	\$180.00
Schreiner Recliner	\$90.00	\$180.00
Theatre	\$90.00	\$180.00
Think Tank	\$60.00	\$120.00
<b>Dietert Chapel Auditorium**</b>	\$250.00	\$500.00
<b>Edington Gym</b>	\$175.00	\$350.00
<b>Gus Schreiner Dining Hall</b>	\$100.00	\$200.00
<b>Hanszen Fine Arts Building</b>	\$250.00	\$500.00
Hanszen Theatre	\$90.00	\$180.00
<b>Logan Library</b>		
Scarle Phillips	\$90.00	\$180.00
<b>Outdoor Facilities*</b>		
Rex Kelley Pavilion	\$75.00	\$150.00
Robbins Lewis Pavilion (includes seating for 100)	\$150.00	\$250.00
CCAC Lawn	\$100.00	\$200.00
Swimming Pool	\$15/hour/20 people	\$30/hour/20 people
Tennis Courts	\$100.00	\$200.00
Track and Soccer Field	\$100.00	\$200.00
Softball Field	\$100.00	\$200.00
Baseball Field	\$100.00	\$200.00

\* Rental fee for outdoor facilities does not include furnishings or equipment.

\*\* Additional fees apply for use of sound and lighting systems.

## **FURNISHING AND AUDIO VISUAL RENTAL FEES**

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### **Furnishing Fees for Events Outside Cailloux Campus Activity Center**

Rental	Price
Chair	\$ .50
8' Table	\$8.00

### **Audio Visual Equipment Fees**

Rental	Price per day
Conference Phone	\$20.00
Dry Erase Board	\$10.00
Flip Chart	\$10.00
Floor Lectern	\$20.00
LCD Projector	\$50.00
Laptop Computer	\$25.00
Microphone (Corded)	\$15.00
Microphone (Cordless)	\$30.00
Overhead Projector	\$20.00
Portable Screen 8'	\$20.00
Portable Screen 5'	\$10.00
Slide Projector	\$30.00
Staging (6x8 section)	\$10.00
TV	\$10.00
TV/VCR	\$35.00

## **SPECIAL SERVICE FEES**

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All groups are subject to special service fees requiring extended hours, extra personnel, security or no show/late fees.

Fee Type	Price
Late Closing Fee/Hour	\$35.00
Early Opening Fee/Hour	\$35.00
No Show Fee – Rentals	100% of Fee
No Show Fee – RSO's	\$25.00
Cleanup Fee (Minimum)	\$25.00
Security Fee/Officer/Hour	\$25.00
Custodial Fee/Hour	\$15.00
Setup Fee/Hour	\$15.00

Schreiner University and/or Sodexo Campus Services will determine the number of personnel needed for the event. It is understood that Schreiner University and/or Sodexo Campus Services personnel are not responsible for service any time period other than the time period specified by the contract.

### **Custodial Costs**

Events requiring custodial service during the event will be charged per hour per person. Personnel will be present ½ hour before and ½ hour following the event. The number of personnel required on site will be determined by Environment Management. There is a minimum of two (2) hours per person.

### **Security Fee**

The University requires security for events where alcohol is present, and/or events posing a security concern, including events which are attended primarily by minors. A **minimum** of one Security Officer per one hundred guests is required, unless otherwise waived by the Vice President for Administration and Finance. The Director of Security will determine the number of officers as well as which officers are needed to adequately monitor the event. A fee of \$25 per hour per officer will be charged to the client, which will be arranged through the Event Services Office.

### **Extended Building Hours**

- Early access requests can be made through the Event Services Office. These requests are designed to accommodate confirmed, contracted events where start and/or end time exceed normal operating hours for each building. Early access is determined by the actual time the user would like access to the facility.
- Late access fees are determined by the actual time the users (and participants) have arranged to be in the building.  
For example, on Saturday, the CCAC closes at midnight. A user holds a social function that is scheduled to end at 1:00 am, but the DJ and decorations will take until 2:00 am to pack and remove. The user would be charged 2 hours late access.
- Early/Late Access fees are \$35.00 per hour and are billed in one-hour increments.

## **RESERVATION PROCEDURES**

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The reservation staff will assign rooms according to the most appropriate use of the facility. The demands on the facility as well as the nature and size of the event will be considered in determining space assignments.

The reservation staff will work diligently to meet each space request, however; submitting the request form does not guarantee a specified preference or even a reserved space. If only one specific space will accommodate the event, please identify that space on the reservation form.

Different types of user should reserve SU facilities utilizing the reservation procedures outlined below:

### **Registered Student Organizations**

1. Organizations should choose a time, date and location for the event/meeting prior to submitting the request to Event Services. Please have an alternate time, date and location if the first choice is not available.
2. For events outside of regular meetings, an SU Event Form for Student Organizations must be filled out and submitted to Student Activities. These forms are available from the Student Activities office.
3. An organization representative should come to the Event Services office or submit the request via email to [tkclanton@schreiner.edu](mailto:tkclanton@schreiner.edu).
4. See Appendix D "Student Organizations Guidelines for Meeting Room Usage" for more information on RSO reservations.

### **University Departments & Organizations**

1. A date, time and location should be chosen for the event/meeting prior to submitting the request to Event Services. Please have an alternate time, date and location if the first choice is not available.
2. The department or organization may email the event information to [tkclanton@schreiner.edu](mailto:tkclanton@schreiner.edu) or call Event Services. We encourage departments and organizations to make the reservation request via email; this ensures both parties have the request in writing.

### **Non-Affiliated Organizations**

1. Applicants must call Event Services at (830) 792-7456 or visit the Event Services office in the Cailloux Campus Activity Center.
2. For all conferences, camps, or large events, requests must be submitted at least ninety (90) days in advance.
3. Event Services will review the request for available space and conformity to University policy and will approve or deny the request.
4. Upon approval of the request, applicants must sign the appropriate contracts and return along with any required deposits.

5. Applicants wishing food or refreshments must use the official University food services as the caterer. Catering can be contacted at (830) 792-7297.
6. Applicants must adhere to the cancellation policy within the contract.
7. The organization will be held financially responsible for any damages that occur during the event.
8. Failure to comply with Event Services and/or University policies may result in the cancellation of further reservations.

## **RESERVATION POLICIES**

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### **Confirmations**

- Space assignments are confirmed on first come first served basis. The reservation staff attempts to honor customer preferences, but reserves the right to make judgments regarding the most appropriate space for an event.
- Event contracts are only sent to the identified contact person
- No event is considered definite until a signed contract and deposit is received by Event Services.
- No events should be announced until Event Services has provided an event contract.

### **Denials**

The reservation staff reserves the right to deny space usage for a group or event if it is programmatically or operationally difficult to accommodate. Reservation requests may also be denied if the organization or event is in direct conflict with the university's mission, policies or regulations (state or federal laws).

### **Transferring Reservations**

Reservations are non-transferable. The Event Services staff will reassign any reservation space that is cancelled.

## **CANCELLATION POLICIES**

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### **Administrative Cancellations/Changes**

In rare instances, confirmed reservations may be changed or cancelled if they are found to conflict with another function. These instances will be extremely infrequent, and the Event Services staff will work with the organization or department to provide alternative accommodations.

### **RSO & University Departments & Organizations Cancellations**

Any group reserving meeting room space that fails to notify the Director of the Cailloux Center of a cancellation at least 24 hours in advance of the scheduled event will be charged the full amount for any expenses incurred by the CCAC staff to prepare for the scheduled reservation.

### **Non-Affiliated Organization Cancellations**

Cancellations should be made in writing at least thirty (30) working days prior to event. Events cancelled less than 30 working days prior will be charged 50% of anticipated billing.

## **BILLING PROCESS**

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Customers are charged for use of facilities, equipment, and services according to the fee schedules in the manual and will be handled as outlined below.

### **Deposit & Payments**

A deposit equal to 50% of the anticipated fee is due with the signed contract for one-time events. The balance is due 30 days prior to the event. For any charges incurred during the event, an invoice will be created after the event and payment is due within 30 days.

Payments may be made with check, money order or certain credit cards. Checks should be made payable to Schreiner University. Payments can be mailed or delivered to the following address:

Schreiner University  
CMB 6249  
2100 Memorial Blvd  
Kerrville, TX 78028

All outstanding invoices after 90 days will result in reservation hold preventing your organization from making new reservations.

## **APPENDIX A**

### **AUDIO VISUAL EQUIPMENT POLICIES**

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Schreiner University provides a wide variety of state of the art audio visual equipment for meeting and events held on campus. This equipment is available at no charge for university users. Affiliated and non-affiliated users are subject to paying equipment charges (See Audio Visual Fees).

Equipment for CCAC facilities must be ordered through Event Services. Technology Support will be supplied by Event Services for functions within the CCAC. For all other AV requests, technology support will be supplied by the Office of Instructional Technology.

Please reserve audio visual equipment at least one week in advance. Event Services and/or Instructional Technology are not responsible for inadequate set-ups resulting from last minute additions of equipment.

#### **Telephone Lines**

Telephone lines are only active in specific facilities. If an active telephone line is needed for your meeting or event, please check with Event Services for available locations.

#### **Audio Visual and Other Equipment**

- The use of amplification/audiovisual in any facility from an outside source requires advance approval from the Event Services staff.
- The use of audiovisual equipment cannot interfere with any event, public area, office, library, classroom or other University function.
- Requests for reduction in volume by SU Security or the Event Services staff must be complied with immediately.
- The reserving organization is responsible for the equipment during the entire time of the reservation.
- All equipment, including tables and chairs, is for use in the designated facility and may not be removed from the site.

## **APPENDIX B**

### **PARKING & TRANSPORTATION**

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All students and employees who park a motor vehicle on campus must have a parking permit at all times. These permits can be obtained at the Campus Security office located downstairs in the Tom Murray building.

Visitors can park in designated visitor parking spots across campus. At this time, no special visitor permit is required upon entering the campus. Parking lots are monitored between the hours of 7:30AM and 4:30PM Monday through Friday with the exception of Residence Halls, which are monitored 24 hours a day 7 days a week.

Please call Campus Security if you have any special parking issues at least two weeks prior to the event. Campus Security can be reached at (830) 739-1111.

**Golf Cars:** Golf cars are allowed only with written permission of the Event Services office. Cars are limited and must remain on sidewalks and roadways only. No cars are allowed to be driven on the grass.

**Handicapped Parking:** The Handicap spaces are for individuals who have handicapped license plates and/or hanging tags.

**Loading/Unloading:** There are specific loading zones behind the Dietert Chapel and the Cailloux Campus Activity Center. Arrangements for access to the loading zone behind Dietert Chapel must be arranged through the Event Services Office. Guests are asked to unload and move their vehicles to the adjacent parking area. The loading zone behind the CCAC may be used for loading/unloading only. All vehicles must be moved to an acceptable parking area during the event.

For more information on parking, please visit <http://www.schreiner.edu/security/>.

## **APPENDIX C**

### **CAMPUS SIGN POLICY**

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#### **Information Tables**

Information table spaces on campus are reserved through Event Services.

- Information tables are available inside the CCAC
- One table and 2 chairs may be reserved through the Event Services Office
- The University cannot provide storage for any materials utilized at the tables

#### **Campus Sign Policy**

- Schreiner University student organizations registered with the Student Activities Office, SU departments and outside businesses and organizations may request to have literature (signs, flyers, or information notices) posted in SU facilities in designated areas.
- All requests must be made to the Director of Student Activities or a designee. The Office of Student Activities is located on the first floor of the CCAC.
- Outside businesses and organizations, if approved, may only post one flyer on the bulletin board located on the first floor of the CCAC.
- Posting on glass doors is not allowed.
- The name of the sponsoring organization must appear on all literature.
- All literature should be neatly hand written, typed, printed or copied. Materials with grammar, punctuation and spelling errors will not be approved.
- All signs must abide by University policies and procedures.
- Publicity may not contain information promoting the unhealthy consumption of alcohol, nor shall the promotion of alcohol be used as a tool to encourage participation in an organization's sponsored event.
- It is the responsibility of the organization to remove all signage after the event within 48 hours of the event or of the end of the posting approval designated by the Student Activities Office.

#### **Sandwich Boards**

- The sandwich boards located throughout the campus grounds are for the use of Campus Recreation only

#### **Sidewalk Chalk**

- Sidewalk chalk can only be used in front of the CCAC with permission of the Student Activities Office.
- Chalk must be removed within 48 hours of the event or a cleaning fee will be charged to the sponsoring organization.

#### **Flyers, Posters, Signs**

- Literature posted in University facilities which are not approved will be removed immediately.
- Any literature places on walls, windows or doors, except in approved areas, is prohibited.

- Literature will be reviewed and approved for compliance with University regulations. The number of items posted will depend on the space available as decided upon by the Student Activities Office. Literature will not be returned to the organization after the event.
- The designated areas are as follows:

- |                                     |   |
|-------------------------------------|---|
| 1. Hanszen Fine Arts Center Windows | 9. Tom Murray Downstairs Cork Board   |
| 2. Gym Cork Board                   | 10. CCAC Hallway Bulletin Board Strips                                      |
| 3. AC Schreiner Cork Board          | 11. Mail Boxes – you must stuff the boxes yourself during mail center hours |
| 4. Library Entrance Cork Board      | 12. Residence Hall Lobbies  |
| 5. Weir Bulletin Boards or Windows  | 13. Inside Bathroom Stalls – First Floor of CCAC                            |
| 6. Weir Middle Floor Sandwich Board | 14. Cafeteria – with Sodexo Approval  |
| 7. Dickey Hall Cork Boards          |   |
| 8. Cailloux Hall Entryway Windows   |   |

### **Non-Affiliated Postings**

Outside businesses and organizations, if approved, may only post on the bulletin board strip located in the hallway on the first floor of the CCAC.

### **Table Tents and Flyers**

Table tents, flyers and other literature may not be placed on tables in the Dining Hall without prior approval from Dining Services at (830) 896-2347. Non-affiliated organizations may not place literature in the Dining Hall or Snack Bar.

### **Banners/Posters**

- Banners/posters will be approved for content by the Student Activities Office
- Banners/posters are to be hung by each organization on a first come, first served basis. Organizations removing other organizations banners/posters in order to display their own will lose future privileges.
- Banners/posters may only be hung in the atrium area of the CCAC with string or rope and must be removed after the display period.

## **APPENDIX D**

### **STUDENT ORGANIZATIONS GUIDELINES FOR MEETING ROOM USAGE**

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- Make your reservations as far in advance as possible. All reservations are on first come, first serve basis.
- If you have any specific setup requirements, they need to be stated at the time the reservation is made, NOT the day of the event.
- The room must be left exactly as it was found. If the tables are rearranged, they must be moved back to their original location at the end of the meeting.
- Remove all trash from the room upon departure.
- No red beverages may be brought into any SU meeting room.
- Any chairs brought into the Theatre from the Lion's Den must be removed at the end of each meeting. Tables must be stored neatly at front of room. All AV equipment must be returned to proper storage units.
- Any group reserving meeting room space that fails to notify the Director of the Cailloux Center of a cancellation at least 24 hours in advance of the scheduled event will be charged the full amount for any expenses incurred by the CCAC staff to prepare for the scheduled reservation.
- For events outside of normal meetings, a SU Event Form for Student Organizations must be filled out and returned to Student Activities for approval. Forms are available from the Student Activities Office.
- Organizations with outstanding financial obligations to the University will be denied further use of the facilities until such obligations are met.
- Room reservations are not transferable. Neither may an organization turn over a reserved facility for use to another organization or individual.
- Organization members may not reserve facilities under the organization name for individual or personal use.
- Every effort should be made so that no event will be scheduled in the CCAC that is timed so as to conflict with events sponsored by other organizations.
- For events outside of the Cailloux Center that require tables, chairs, equipment, etc. a fee will be assessed by Environment Management for delivery. Organizations must provide a BLI number before any work orders will be turned in to Environment Management. EM will deliver equipment on trailers to designated location. Organization members are responsible for unloading and reloading trailers. If equipment is not reloaded onto the trailer at the end of the function, additional fees will be charged to organization's BLI.
- Abuse or disregard of the above guidelines will result in denial of further use of facilities.