

# TROY UNIVERSITY FACILITY RESERVATION POLICY MANUAL



**Revised: January 2012**

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## **TROY UNIVERSITY FACILITIES AND SERVICES AGREEMENT POLICY**

The following contains the policy of Troy University (TROY) regarding usage of its facilities by all individuals, organizations and groups. The facilities covered in these policies and procedures include but are not limited to: Trojan Center and all spaces within; Arboretum; HAL Hall; Claudia Crosby Theater; Sorrell Chapel; Student Recreation Center on Elm Street; McDowell Lee Natatorium and the Outdoor Pool; Troy University Intramural Fields; Trojan Arena; Stadium Towers; Veteran's Memorial Stadium; Riddle-Pace Field; Track/Soccer Complex, Softball Field; Tennis Courts; Trojan Dining Civic Room; and any classroom on the Troy campus used for non-teaching purposes. This agreement also includes the use of Troy University tents (for non-football events) and tables and chairs outside of one of the facilities above.

**Section 1: Background.** TROY has the exclusive right to determine whether to allow an individual or organization (the "User") to use its facilities or equipment. The decision to approve or disapprove usage will be based on whether or not the planned event and activities are in the best interest of the University. This decision shall be based on the following factors:

- Will the event support TROY's academic mission?
- Will the event be disruptive to TROY's educational activities?
- Will the event enhance TROY's image?
- Will the event promote student involvement and/or interest?
- How likely will it be that the event will damage TROY's facilities or equipment?
- Will the event likely result in controversy or public attention that may harm TROY's reputation or image?
- Are there other compelling reasons surrounding the event that should be considered in making the decision to approve or disapprove use of the facilities?

**Section 2: Generally Disallowed and Allowed Uses.** TROY does not allow use of its facilities for any political campaigning, fund raising, or other politically connected events, except those events specifically sponsored by TROY student organizations. Student-sponsored events must be approved by the Student Involvement and Leadership Office prior to activities being held in TROY's facilities or on TROY's campus grounds.

TROY does not allow solicitation or product promotions in its facilities or on campus grounds, except when specifically approved by the University for the benefit of students, faculty, and/or staff.

TROY campus locations may allow usage of its facilities to a User if the planned event and activities of that User are in the best interests of that campus or TROY.

**Section 3: Requirements for Usage of Facilities by User.** Any User must comply with TROY's rules and regulations in any allowed usage of university facilities. Each campus has its own unique facilities. Facilities and/or equipment must be reserved a minimum of ten (10) days prior to the event. These facilities and/or equipment must be reserved using the appropriate reservation form. These forms are available on line at [www.troy.edu](http://www.troy.edu).

A User must pay all charges in full for usage of the facilities as determined by the Office of Event Management. Payment may be made by check, money order, or with a billable purchase order (which will be invoiced by the

Office of Event Management). This payment must be made at **least seventy-two (72) hours prior to the event**. No reservation will be confirmed until payment is received. Any exceptions to the payments policy must be authorized by the Senior Vice-Chancellor for Student Services and Administration or the Chancellor.

**Section 4: Responsibility for Damages.** A User will be fully responsible for payment of any damages that occur to the facilities or equipment caused by, or attributable to, that User's sponsored activity, that User's use of the facilities, or the actions of that User's employees, participants, guests and invitees.

#### **Specific Policies**

- Smoking is strictly prohibited in all Troy University facilities
- No pets or animals are permitted (exception-service animal for person with disability)
- Absolutely no taping, nailing, tacking, or attaching items of any kind to the ceilings, walls, floors, windows, or doors
- Candles or open flames of any kind are strictly prohibited
- No glitter, confetti, hay, live Christmas trees, or similar items are permissible

**Section 5: No Usage of TROY's Name or Identification.** A User shall not use the name TROY (or any variation of that name) or identification of any TROY campus site in any advertisement, brochure, mailer, or similar item in a manner that infers or suggests that TROY is a sponsor/co-sponsor of the event or is in any way affiliated with the User (unless approved by the specific TROY campus official). Any and all marketing materials, advertisements, brochures, announcements, or other publicity that references TROY or other campus sites (i.e., directions, press releases, etc.) **must** be submitted in draft form to the specific campus official prior to use by the User in order for the official to determine that such references to TROY are accurately reflected. This draft may be faxed or emailed for expedited approval. TROY reserves the right to disapprove usage of its name (or any variation of its name) and other TROY identification in any such materials and publicity or in any public release.

**Section 6: Right of Cancellation by TROY Officials.** Circumstances may arise requiring a specific TROY campus site to cancel, change, or modify use of requested facilities by a User and requiring the TROY site to cancel the agreement for the allowed use of the facilities by the User.

(a) Cancellation or Substitution of Requested Facilities. A specific TROY campus site expressly reserves the right to cancel any User's usage of the facilities or to substitute other facilities at its site for the facilities requested by the User whenever deemed to be in the best interest of that TROY campus site or as necessitated by circumstances, to be determined in the sole and absolute discretion of TROY. In any such situation TROY will attempt to assist the User by providing reasonably equivalent, substitute facilities on TROY properties or to assist the User in locating alternative facilities in the local area to meet the User's needs. TROY shall have no responsibility or liability for providing substitute facilities on TROY properties or for locating alternative facilities for User. If User is required to use, or elects to use, alternative space in the local area for the event then all amounts paid to TROY by the User for the requested facilities will be refunded.

(b) Cancellation of Agreement by TROY. In the event sufficient funding or support is unavailable to the TROY campus site for the performance of its agreement for the allowed use of the facilities by the User, as determined at TROY's sole and absolute discretion, the User will be notified in writing of TROY's election to cancel the usage agreement at the earliest opportunity and all amounts paid to TROY by the User in such situation for the requested facilities will be refunded.

**Section 7: Responsibility for Event Sponsored by User.** A User will be solely responsible for organizing, financing, advertising, and conducting the event and activities stated on the reservation form at the specific campus site, and that TROY in no way shall be sponsor or supporter of the event and associated activities (unless agreed to in writing).

**Section 8: Food-Services Requirements.** Any and all food-services requirements of the User for the event must be obtained exclusively from the University food service contractor on campus. Any arrangement and agreement for food services will be exclusively between the User and the Contractor. TROY shall not be a party to the arrangement and agreement for such food-services requirements and shall have no responsibility for the food services provided by the Contractor. Waivers to allow use of other food services contractors must be approved by the specific campus official responsible for food services.

**Section 9: Alcoholic Beverage Policy.** Troy University recognizes that the use of illicit drugs and the abuse of alcohol interfere with the rights of everyone to a safe and productive educational environment or workplace. Troy University has a legal obligation to maintain a drug-free school and drug-free workplace. Accordingly, Troy complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol, prescription drugs not prescribed by medical personnel, and/or illicit drugs. Unless otherwise stated by law, each individual retains responsibility for his or her mental or physical state, even if altered by alcoholic beverages or other drugs. Students, faculty, staff, and employees of Troy are hereby notified of the University's alcohol policy and are expected to adhere to the guidelines set forth in this policy.

#### **Summary of State and Local Laws regarding Alcohol**

All campus leaders (faculty, staff, and students) must ensure compliance with the following laws of the State of Alabama and the City of Troy:

1. Possession, use or purchase of liquor, beer, or wine by persons under 21 years of age.  
(Code of Alabama, 28-3-266)
2. Sale or advertisement of sale of alcoholic beverages without a license.  
(Code of Alabama, 28-3-60:10)
3. Public drunkenness. (Code of Alabama, 28-3-260:3)
4. Providing liquor, beer, or wine to an underage individual. (Code of Alabama, 28-3-261)
5. Sale of alcoholic beverages on Sunday. (Code of Alabama, 28-3-261)
6. Driving while under the influence of alcohol or controlled substances. (Code of Alabama, 32-5A-191)

#### **University Regulations**

1. No individual under the legal drinking age of 21 years will be allowed to consume, serve, sell, or possess alcohol on university property.
2. Public drunkenness or driving under the influence on campus is prohibited.
3. The consumption of alcohol by those of legal drinking age will be restricted to the following properties of Troy University:
  - a. The Arboretum Building
  - b. Hawkins Adams Long Hall of Honor
  - c. Dining facility in specified areas

- d. Tailgate Terrace(s)
  - e. Riddle-Pace Field/Stadium
  - f. Stadium Club and Executive Suites
  - g. Other sports venues/locations as approved by the Chancellor
  - h. Private university living quarters where those present are of legal drinking age. Consumption or display of alcoholic beverages in the public areas of residence halls is prohibited.
  - i. For faculty sponsored events, the designee is the Senior Vice Chancellor for Academic Affairs; for events sponsored by the university administration, the designee is the Senior Vice Chancellor for Finance and Business Affairs; for development and alumni events, the designee is the Senior Vice Chancellor for Advancement and External Relations; and for all student services groups, the designee is the Senior Vice Chancellor for Student Services and Administration. Chancellor in coordination with the Athletic Director will approve the use and/or sale of alcohol at athletic events. The consumption of alcohol at other campus locations will be approved by the respective Campus Vice Chancellor in accordance with above policies.
4. Sponsorship of events promoting or glamorizing the consumption of alcoholic beverages is prohibited (i.e., two for one specials, beer bashes, happy hours, etc.).
  5. On-campus advertisements directly promoting consumption of alcoholic beverages are prohibited.
  6. Campus organizations must enforce additional group/individual standards, as directed by their national or international organizational bylaws, which may be more restrictive than those established in this policy.
  7. The consumption of alcohol during university field trips, off-campus student group activities, and other student-oriented off campus events is prohibited, unless in compliance with applicable laws and regulations (i.e., students are 21-years old, travel abroad where laws on alcohol consumption are less restrictive).
  8. University employees are strongly advised not to provide alcohol for students at off-campus locations. Employees choosing to provide alcohol to students do so outside the scope of their employment and assume all risks.
  9. The university may employ an agent for the purpose of selling alcohol at athletic events. The agent will be obligated to follow all the requirements of this policy. The Athletic Director in conjunction with the Senior Vice Chancellor for Finance and Business will recommend agent selection to the Chancellor. The Chancellor will have final authority for designating an agent.

**Policy Violations**

Enforcement of the alcohol policy for students shall reside in the Office of the Senior Vice Chancellor for Student Services and Administration, with the university’s judicial officer acting as the initial contact for such violators. Enforcement of the alcohol policy for faculty resides with the Senior Vice Chancellor for Academic Affairs and for staff with the Senior Vice Chancellor for Finance and Business Affairs respectively. Violations in these areas will be handled by the University Personnel Advisory Committee. Enforcement on other campuses will be with the respective officials in the reporting chain of the officials previously cited.

Violations of the Troy University Alcohol Policy will be handled as follows:

*University Organizations*

First Time Offenders, within an academic year:

- A. Will be referred to the university judicial officer for disciplinary action.
- B. Will be fined \$200.\*

Repeat Offenders, within an academic year:

- A. Will be referred to the university judicial officer for appropriate disciplinary action to include possible

revocation or recognition as an approved organization.

B. Will be fined \$500.\*

### *Students*

First Time Offenders, within an academic year:

A. Will be referred to the university judicial officer for disciplinary action, in accordance with the Standards of Conduct as outlined in *The Oracle*, to include community service, alcohol assessment and/or counseling, or suspension.

B. Will be fined \$75.\*

Repeat Offenders, within an academic year:

A. Will be referred to the university judicial officer for disciplinary action to include community service, alcohol assessment and/or counseling, or suspension.

B. Will be fined \$150.\*

### *Faculty/Staff*

Violations of the alcohol policy by faculty/staff will be handled by the University Personnel Advisory Committee.

\*Money collected from fines for alcohol policy violations will be used specifically for alcohol education programs.

If it is determined that the student does not have the ability to pay the monetary fine, the student will be required to work the fine off through school services, to be determined by the Judicial Officer.

### **Services Provided**

Troy provides free, confidential counseling for students having drug or alcohol abuse problems within the SAVE Project/Personal Counseling office or through similar programs on other campuses. Referrals for extended treatment may be made to community counseling and local treatment programs. Individuals not covered in the above areas should check with their respective campus counseling services to acquire necessary help or contact the Troy Personal Counseling office for further information.

### **Policy Distribution**

The alcohol policy is made available to students, employees, and the general public through these key means:

- *The Oracle*, the student handbook, published and distributed through the Senior Vice Chancellor for Student Services and Administration office.
- *The Bulletin*, published and distributed through the Senior Vice Chancellor for Academic Affairs.
- *The Faculty Handbook and The Staff Handbook*, published and distributed by the Human Resources department.
- *ePolicy Manual* maintained by Senior Vice Chancellor for Academic Affairs.
- Housing and Residence Life Policy maintained by Senior Vice Chancellor for Student Services and Administration.
- Troy University Facility Reservation Policy maintained by Senior Vice Chancellor for Finance and Business Affairs.

Further, the Athletics office will cite this policy in its key publications. And, each Campus Vice Chancellor will provide appropriate guidelines for each campus.

## **Policy Review**

The university's standing committee, The Substance Abuse and Prevention Committee, will annually review the university's alcohol policy across the campuses to assess its effectiveness. Recommended revisions will be presented to the Senior Vice Chancellor for Student Services and Administration.

**Section 10: Control of Requested Facilities; Indemnification of TROY, etc.** All employees, participants, guests and invitees of the User shall be under the direct supervision and control of the User and shall be the responsibility of the User. Nothing contained in the agreement requires TROY to relinquish control of any of its facilities to the User (including the facilities specifically requested for usage by the User). A User is to expressly acknowledge that TROY retains the full and complete right to require that User, or any of that User's employees, participants, guests and invitees, to leave campus premises if circumstances justify such action.

TROY assumes no responsibility for loss or theft of personal property, or damage to personal property of the User or any of the User's employees, participants, guests and invitees. A User shall be liable for, and shall reimburse TROY for, all damages to persons and property on account of that User's use of the requested facilities.

A User must indemnify and hold harmless TROY, its officers, agents and employees, against any and all liabilities and claims for loss, injury or damage (including attorney's fees and costs) to persons or property, including claims of employees, participants, guests and invitees of that User, arising out of, or resulting from, activities conducted by that User or any of its employees, participants, guests and invitees in, on or about the requested facilities and TROY buildings and other properties.

TROY assumes no liability whatsoever for any property placed in the requested facilities or in any of TROY's buildings or other properties by the User or any of the User's employees, participants, guests or invitees.

**As part of the reservation process, a User must provide a Certificate of Liability Insurance for the Special Event to the Office of Event Management naming TROY University as an additional insured for the event and/or activity. The policy must be for a minimum of \$1,000,000.00. This is a requirement before the facility can be reserved and confirmed. There will be no exceptions to this requirement.**

**Section 11: Changes to Facilities Reservation Forms.** Any additions or changes to the facilities reservation forms are subject to such additional charges then in effect in accordance with the campus' (then-prevailing) schedule of charges for any such items. A User agrees that all additions or changes must be made no less than three (3) business days before the event. TROY campus sites cannot commit to accommodate additions or changes requested within three (3) business days of the event and any attempt to accommodate such request by TROY campus sites will only occur in TROY's sole discretion and if circumstances otherwise permit. All official University functions (classes, practices, meetings, etc) will receive priority over any and all events.

**Section 12: Entire Agreement.** The facilities and/or reservation form agreement(s), specific to each TROY campus site, constitute the entire agreement between TROY and the User. No prior written or oral commitments shall be binding on either party.



**Section 13: Termination by TROY.** TROY may terminate the facilities reservation agreement entered into with a User, without penalty and at any time, for breach by that User of any of the terms of that agreement and, in such event, TROY may retain, as liquidated damages to cover University's expenses, all amounts paid by the User.

**Section 14: Termination by User.** A User may terminate the facilities and reservation agreement before the scheduled start date of the event, but not later than three (3) business days prior to the event. If the agreement is terminated within the three (3) business days of the event, the User must pay all charges assessed for the event.

**Section 15: Meaning of Business Day.** As used in this Policy, the term "business day" shall mean any day which is not a Saturday, Sunday, or recognized holiday by Troy University.

**Section 16: Headings.** All headings contained in this Policy are solely for the purpose of reference only, and shall not limit or otherwise affect any of the terms or provisions of this Policy and shall not be construed or interpreted in connection with any term or provision of this Policy.

**Section 17: Signing and Delivery of Documents.** A User must sign and submit to the specific campus site the facilities and reservations agreement, which shall thereafter become effective upon the signing and delivery of the agreement to the specific TROY campus site.

**Section 18: Waiver of Fees and/or Policy Exceptions:** Any User requesting a waiver of any fees and exceptions to policy must submit that request in writing at the time of the reservation request. These requests will be discussed with and reviewed by the Senior Vice Chancellor for Student Services and Administration. Only the SVCSSA can waive fees or make exceptions to the policies.

**Section 19: Review of Policy.** This policy and all fees associated with the policy will be reviewed on an annual basis in June. Changes to the policy and fees will be implemented in August of each year, if applicable.

**ALL POLICIES AND REGULATIONS INDICATED ON THE "REQUEST TO RESERVE FACILITIES" FORM APPLIES TO ALL FACILITIES.**

# **Policies and Procedures for Space Reservations at Troy University, Troy Campus**

# **POLICIES AND PROCEDURES**

**(These policies and procedures are applicable to all University facilities. There are also policies and procedures listed that are pertinent to specific facilities)**

1. All facilities, tents and/or equipment must be reserved ten (10) days in advance of the event. Reservations must be submitted on the University's online reservation system.
2. The facility and/or equipment are not considered reserved without a confirmation number.
3. All payment of rental and service fees must be paid in full seventy-two (72) hours prior to the event; otherwise the event will be cancelled.
4. A User may cancel the facilities and reservation agreement before the scheduled start date of the event, but not later than three (3) business days prior to the event. If the agreement is cancelled within the three (3) business days of the event, the User must pay all charges assessed for the event.
5. Student organizations and other groups that utilize facilities at no charge must also cancel the facilities and reservation agreement if they are not going to use a facility within the seventy-two (72) hour time period. Failure of a group to do so three or more times will result in the organization being charged rental fees to use facilities.
6. All TROY facilities are smoke-free.
7. When required, University Police must be notified at least ten (10) days in advance of function. Costs for police will be added to the rental and cleaning costs. The University has sole discretion with regards as to whether or not police are required at an event.
8. All fire codes and building occupancy codes must be adhered to at all times. Failure to do so will result in the event being cancelled and the venue vacated.
9. Catering needs must be handled through Sodexo Dining Services. No outside food or drinks allowed without approval of Director of Sodexo Dining Services and the Senior Vice Chancellor for Finance and Business Services and/or Director of Athletics. Should a user bring food to a venue that is not catered by Sodexo or have previously been granted a waiver, the event will be immediately cancelled and no refund will be given on the reservation fee.
10. For all indoor facilities reserved, tables and chairs will be furnished as part of the standard room rental and layout. Event Management will be responsible for unlocking and locking the facility before and after the event. Special arrangements for set-up and any other special requests (PA system, AV equipment, etc.) must be made at the time the request for space form is filled out. Layout plans not submitted in advance will be determined by the Office of Event Management and/or Athletics and will be set according to their standards.

11. If the scheduled event includes any needs for technical assistance such as microphones, music, videos, or projector, please indicate this on the request for space form. Users are responsible for their own laptop computers for presentations. Additional cost may be incurred for these services.
12. Linens are not furnished as a part of any standard set-up. Persons wishing to have linens included with table set-ups must contact Sodexo Dining Services for arrangements. There is an additional fee associated with the rental of linens.
13. All decorations must be approved by the Office of Event Management or Athletics as the case may be. Glitter and sequins will not be allowed for decorations. Painting, hammering, or sawing will not be allowed inside facilities. All organizations must take down and clean up their decorations immediately after their event.
14. Arrangements for times concerning decorating must be made in advance through the Office of Event Management and/or Athletics. Facilities are locked when not in use.
15. The use of such materials as paste, glue, nails, tacks, staples, screws, etc., on walls, furniture, and woodwork (including inside and outside doors) is prohibited.
16. The use of candles is prohibited.
17. Advertising of any event or service scheduled within or outside of any University facility must be approved by the Director of Event Management or Director of Athletics as the case may be. Signs or notices can be placed on bulletin boards only. Signs or notices cannot be placed on interior or exterior walls.
18. No animals or bikes will be permitted in the buildings at anytime. Only approved service animals for a person with a disability are approved to be in the facilities.
19. Failure to cooperate with facility staff, which are enforcing the policies of the University and acting in the performance of their duties, could cause the event to be cancelled and the right to use the facility forfeited without refund.
20. The person or group reserving the facility is responsible for the people attending, and damages incurred during the event. The person or group will be held financially responsible for the damages.

### **Specific Policies and Procedures for Facilities**

#### **Crosby Theater and Trojan Center Theater**

1. NO food or drink will be allowed in the theaters. Organizations that disregard this policy could be refused use of the facility.
2. No one is to enter the sound or light patch room areas unless given proper authorization from the Office of Event Management or the Technical Manager.

3. The Technical Manager and the Office of Event Management has the right to discontinue an event at any time. If the event is discontinued, the Office of Event Management reserves the right not to refund the reservation fee.
4. The balcony in Crosby Theater is reserved and can only be used with the approval of the Office of Event Management or the Technical Manager.
5. Needs other than basic lighting and sound will be subject to additional fees.

### **Trojan Student Center**

1. Furniture is not to be removed or relocated from its current location.
2. Noise throughout the building should be held at a minimum.
3. All trash should be disposed of in the proper containers.
4. Organizations using tables in the food court area will be limited to one table and two chairs for use per day.
5. Outside vendors providing a service must fill out a vendor contract before access will be allowed. The vendor contracts are located in room 227 of the Trojan Center.
6. The game room cannot be reserved during normal operating hours.
7. NO food or drink is allowed in the game room.
8. Persons damaging equipment in the game room are responsible for the cost of this equipment.
9. All persons using the Trojan Center are expected to comply with the staff and adhere to building policies at all times. Those violating this are subject to removal from the facility and the event being cancelled.
10. Organizations or groups utilizing areas outside of the Trojan Center or other buildings are required to furnish their own tables and chairs, unless part of a tent rental package.

### **Sorrell Chapel**

1. The Office of Event Management reserves the right to refuse the use of the Chapel when an activity is inappropriate.
2. Funeral Services will be prohibited. Memorial Services are permitted with written approval from the Dean of Student Services
3. Food and drink are not permitted in the Chapel or on the grounds around the Chapel without written approval from the Office of Event Management.
4. A piano is provided in the Chapel.

### **McDowell Lee Natatorium and Outdoor Pool**

1. The Troy University Indoor Pool cannot be reserved during normal operating hours. These hours are generally (9am-7pm Mon.-Thurs., 9am-5pm Fri.-Sat., 10pm-5pm Sun.) maintained for the use of Troy University Students and Members. The Troy University Outdoor Pool cannot be reserved during normal operating hours. These hours are generally (11am-4pm Mon.-Sun.) maintained for the use of Troy University Students, Faculty, and Staff.
2. Organizations outside of the University may reserve the pools for a usage fee for each person attending the event.
3. There is a charge of \$15.00 per hour for certified lifeguards. All lifeguards must be Troy University lifeguards. There must be 1 lifeguard for every 20 people on the pool deck. There are no exceptions to the ratio of people per guards. The lifeguard fee must be paid prior to the event.
4. No glass containers will be allowed in the pool area.
5. All pool events can be cancelled at any time due to unsafe conditions. The conditions include but are not limited to weather, equipment failure, or other conditions that may pose a hazard to those using the facility.
6. All pool events can be cancelled due to the lack of availability of a certified lifeguard.
7. All events scheduled at the pools must be approved by the Director of Aquatics.

### **Student Recreation Center/Intramural Fields**

1. The basketball area, the fitness room, and intramural fields may only be reserved by the Intramural Sports Office and the Office of Event Management for special events during normal operating hours. These areas will not be used for academic classes or varsity athletic practices during normal operating hours. The basketball area and the fitness room may not be reserved by outside groups or organizations.
2. There will be no food or drinks allowed in the Student Recreation Center. Water will be allowed as long as it is in a sealable container.
3. Shirts and shoes must be worn at all times while in the recreation center –NO CLEATS, SANDALS, OR FLIP-FLOPS.
4. Participants park, enter, and play at the intramural fields at their own risk.
5. NO unauthorized motor vehicles allowed on the field grass.
6. No golf play allowed on the field grass.
7. No glass containers allowed inside the field area.
8. Shoes with steal cleats are NOT allowed.

### **Athletic Facilities**

1. All practices and official Athletic Department functions will receive priority over any and all events.
2. Vehicles are not permitted on natural or synthetic grass surfaces.
3. The video board, sound system, and stadium lights will not be available to those using the Stadium Club.
4. Use of the scoreboard and/or sound system at the football field may be subject to additional fees.
5. All furniture located on the Stadium Club floor must remain on the floor. Absolutely no furniture will be moved into the stairwells or to another floor.
6. Only athletic shoes may be worn on gym floors. No heels or hard soled shoes are permitted.
7. Basketball goals will not be moved for any outside event held within Trojan Arena.

### **Tents**

1. All groups, organizations or offices wanting to have a tent placed on any University property must schedule and coordinate this through the Office of Event Management.
2. Only University tents will be allowed on campus unless there is no availability of these tents.
3. All University tents are a standard size 20' x 20' tent with a circus style top with a University logo on it.
4. On home football game weekends, all tents in the designated tailgate terrace areas will be coordinated and approved through the Athletic Department. All other tents should be scheduled through the Event Management Office. The availability of University tents during home football weekends will be limited.
5. Groups may work through an off campus vendors when no University tents are available provided they pay a permit fee through the Event Management Office. The EM Office will approve the site for the tent once the permit fee is paid. The cost of the permit fee is \$50.00.
6. For those using a University tent, the package includes two (2) six foot tables, ten (10) chairs and trash receptacles. Additional equipment can be provided to groups at an additional cost. For those using a tent from an off-campus vendor, the permit fee includes the trash receptacles.
7. Sponsoring groups are responsible for placing all trash in the receptacles provided. Those not cleaning up their area will be assessed an additional cleaning fee.
8. Sponsoring groups are responsible for all missing or damaged equipment that is furnished as part of the tent rental.
9. Tents must be removed the morning following the event.
10. The Purchasing Department will not allow payment for any tent or table and chair vendors with any University/Foundation/State funds unless pre-approved by the Office of Event Management.

### **Table and Chair Rentals**

1. Tables and chairs are available to rent to groups on campus provided the Office of Event Management has availability. Tables will only be available during non-football game periods. They will not be available from Friday through Sunday on a home football game weekend.
2. Tables and chairs will be delivered and pick-up by the staff from the Office of Event Management.
3. The sponsoring group will be asked to sign a receipt for the tables and chairs delivered at the time of delivery.
4. Sponsoring groups are responsible for all missing and/or damaged tables and chairs when they are picked up.



# **TROY UNIVERSITY**

## **ON CAMPUS VENDOR CONTRACT**

Troy University will only approve those groups or companies promoting products that are in the best interest of the students and the university.

Troy University has the right to deny any group or company not adhering to the Code of Conduct as set forth in The Oracle.

Troy University will support campus advertising of organizations that are currently affiliated with the university.

### VENDOR AGREEMENT

Name of group, company, or agency: \_\_\_\_\_

Representative: \_\_\_\_\_

Sponsoring campus organization: \_\_\_\_\_

\* Printed material to be used:            \_\_\_no            \_\_\_yes (please attach copy)

\* Free gifts or incentives to be given away:    \_\_\_no            \_\_\_yes (please provide sample)

Location of set up: \_\_\_\_\_            Date: \_\_\_\_\_

Starting time: \_\_\_\_\_            Ending time: \_\_\_\_\_

I understand and agree to comply with existing regulations of the university and pay the current fees associated with marketing my goods/service on campus which will be determined by the Office of Event Management at the time of reservation.

\_\_\_\_\_  
Company representative signature

\* Sample items must avoid sexual references, drug messages, and inappropriate language.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**TROY UNIVERSITY FACILITY RENTAL FEES**

FACILITY	CAPACITY	RENTAL FEE	CLEAN-UP FEE	SET-UP FEE	SPECIAL NOTES
BALLROOM A or B	250 (175 BANQUET)	\$300.00	\$100.00		
BALLROOM A and B	500 (400 BANQUET)	\$600.00	\$200.00		
HALL OF HONOR	120 (80 BANQUET)	\$250.00	\$100.00		
ARBORETUM	80	\$200.00	\$150.00		
ROOM 212 TROJAN CENTER	50	\$50.00	\$25.00		
ROOM 124 TROJAN CENTER	20	\$50.00	\$25.00		
ROOM 224 TROJAN CENTER	50	\$50.00	\$25.00		
ROOM 119 TROJAN CENTER	50	\$100.00	\$25.00		
LOUNGE 2 <sup>ND</sup> TROJAN CENTER	VARY	\$50.00	\$50.00		
TROJAN CENTER BOARD RM.	20	\$50.00	\$50.00		
TROJAN CENTER THEATRE	290	\$500.00	\$200.00		Technical personnel fees will apply
TROJAN DINING CIVIC RM.	50	\$250.00	\$100.00		
CROSBY THEATRE	930	\$750.00	\$300.00		Technical personnel fees will apply
SORRELL CHAPEL	100	\$100.00	\$50.00		
REC CENTER GYM	150	\$200.00	\$150.00	\$200.00	
WRIGHT GYM	150	\$150.00	\$150.00		
AMPHITHEATRE	300	\$75.00	\$50.00		
HAWKINS HALL AUDITORIUM	135	\$200.00	\$100.00		Special approval from College of Education required
HAWKINS HALL LOBBY	VARY	\$200.00	\$100.00		
HAWKINS HALL 337	23	\$200.00	\$100.00		
CLASSROOMS	VARY	\$75.00	\$50.00		Special approval may be required from Academic Affairs
MOVIE GALLERY STADIUM	30,000	\$500.00	\$250.00		Price may increase depending on the type of event Price will be determined depending on the set-up required
STADIUM CLUB	1,000 (125 BANQUET)	\$250.00	\$250.00	\$200.00	
5 <sup>TH</sup> OR 6 <sup>TH</sup> FLOOR PRESSBOX	50	\$250.00	\$100.00	\$200.00	
TROJAN ARENA	3,000	\$250.00	\$250.00	\$200.00	Price may increase depending on the type of event
TROJAN ARENA LOBBY	150 (75 BANQUET)	\$250.00	\$100.00	\$200.00	
RIDDLE PACE FIELD	2,000	\$250.00	\$100.00		Price may increase depending on the type of event Price will be determined depending on the set-up required
TRACK/SOCCER		\$250.00	\$100.00		Price will be determined depending on the set-up required
LUNSFORD TENNIS COMPLEX		\$250.00	\$100.00		Price will be determined depending on the set-up required
LADY TROJAN SOFTBALL FIELD	300	\$250.00	\$100.00		Price will be determined depending on the set-up required
20' x 20' TENT		\$150.00			Includes tent, 2 tables, 10 chairs and garbage container
6' TABLES		\$4.00 EACH			Lost/damaged cost per table is \$75.00
FOLDING CHAIRS		\$1.00 EACH			Lost/damaged cost per chair is \$25.00