



**Jackson State University's
Department of Events**

Policies and Procedures

for

**Student Organizations and University
Departments Using Campus Facilities**

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Introduction

Founded in 1877, Jackson State University is a historically black, high research activity university located in Jackson, the capital city of the state of Mississippi. The main campus of Jackson State is situated in west Jackson, about a quarter of a mile from the central business and downtown area of Jackson, as well as the main municipal, county, state, and federal government offices. Jackson State University also has five satellite campuses: the Mississippi e-Center located on Raymond Road; the Jackson Medical Mall on Woodrow Wilson; the Madison Campus; the 101 Building; and at the Universities Center located on Ridgewood Road. Easy access to the main campus, satellite locations and the City of Jackson is provided via air, rail, interstate routes and public transportation.

The university's modern, spacious facilities and state of the art technologies make it an ideal location for hosting small and grand scale events, including conferences, seminars, sporting events, luncheons, banquets, sports events, concerts, weddings, receptions, exhibits, and other activities.

Facilities at Jackson State University are available primarily for students, faculty and staff events consistent with the mission and goals of the University. However, the University recognizes the need for external organizations and individuals to use campus facilities for a variety of events. Therefore, the university has established the following guidelines and policies for internal organizations using facilities on the campus of Jackson State University.

The Department of Events

The Department of Events is responsible for the overall management of all campus events and logistics. An "event" is defined as any gathering within a campus facility that is not an academic course offering or interdepartmental meeting held within a department's own conference room during normal campus work hours. All events must be entered into the event management system (EMS) for proper tracking and approval by either the Department of Events or the respective facility manager. Any event that is held in a university facility without proper approval will be shut down by the Department of Public Safety. Any questions regarding the policies and procedures for booking of events should be directed to the Event

Director, Carol Woodson, via email at carol.j.woodson@jsums.edu or phone at (601) 979-1031 or (601) 979-7141

General Guidelines for Using Campus Facilities

1. All events sponsored by student organizations **must** be attended by the organization's advisor.
2. Sponsoring organizations and individuals are responsible for the behavior and actions of those attending their events and activities. Thus, if excessive cleaning or damages occur to equipment and/or the facility, the sponsoring organization/individual is responsible for all charges associated with cleaning and/or repairing the equipment and/or facility.
3. Campus facilities are primarily for the events and activities sponsored by student organizations and university departments. Therefore, those entities receive first priority in reserving campus facilities. When campus facilities are available, external organizations and individuals will be permitted to rent those spaces.
 - a. Student Life Facilities (Student Center, Walter Payton Center, and Reddix Hall) - first priority goes to registered student organizations. University departments receive second priority. External organizations and individual can reserve the facilities after university affiliated groups have reserved spaces.
 - b. Athletics Facilities- first priority goes to athletic-related activities and events. Registered student organizations and university departments receive second priority. External organizations and individual can reserve the facilities after university affiliated groups have reserved spaces.
 - c. Academic Facilities- first priority goes to academic departments. Registered student organizations and university departments receive second priority. External organizations and individual can reserve the facilities after university affiliated groups have reserved spaces.
 - d. During breaks (fall, spring, and summer) and when university is usually closed, the university recognizes the opportunity to rent campus facilities to external organizations/individuals to generate revenue.

- e. All registered student organizations and university departments should reserve campus facilities at least **30 days in advance**. For annual and major events, campus facilities should be reserved at least one year in advance.
- 4. The university reserves the right to cancel or move an event in the case of an emergency, inclement weather, or act of God.
- 5. The university reserves the right to end an event if fire code is being broken or conditions in the facility pose a threat to those in attendance.
- 6. Only events and activities that have been scheduled and approved through the campus scheduling software (EMS) are recognized as being properly booked and have the right to use a campus facility.
- 7. Any attempt by a student organization, university department, or university employee to co-sponsor an event/activity with a group for the exclusive purpose of obtaining the facility or services for free or at a discounted rate shall result in the cancellation of the event and the organization being suspended from using university facilities.
- 8. Although student organizations and university departments can request to use a specific space, the facility manager of the venue has the right to assign the request to the most appropriate space for the event, meeting, and/or program.

How to Reserve Campus Facilities

To reserve a room in a facility on campus, registered student organizations and university departments (academic and administrative) should click the link below to the Jackson State University Event Reservation System. You should complete all the required fields. Leaving a space blank could delay your request being processed.

Once your form has been submitted, it will be processed by the Facility Manager of the desired facility. You should receive a notice from the facility manager indicating the reservation has been approved or denied within 7 business days.

<http://jsuem.jsu.edu/VirtualEMS/ClassicRequestForm.aspx?data=ity3Dem%2byxxGFZTQvNr975K4dCU8QwV7>

Accessibility/Disability Services

Jackson State University is committed to providing reasonable accommodations and services to all individuals attending events and activities occurring on the campus. If you have individuals attending your program or event who need such services, contact The Department of Disability Services at 601-979-3704.

Alcohol

Jackson State University is committed to complying with all federal, state, and local laws concerning alcohol. In general, the university's alcohol policy governs the consumption and use of alcohol on campus.

Animals

Only service animals are allowed in campus facilities.

Required Event Management Training

All Student Organizations & Campus Departments must attend Event Training yearly to become approved to host events for the upcoming academic year. They will sign off on a blanket agreement for the year indicating adherence to the JSU Department of Events policies and procedures.

Topics covered to include:

- University Event Policies
- Event Calendar Submission
- Cancellation Policy
- Event payment procedures

JSU Event Cancellation Policy

Jackson State University Department of Events (JSUDOE) reserves the right to refuse/cancel reservations. If JSU refuses a reservation, registrant will be offered a refund.

Reservation Cancellation by JSUDOE

JSUDOE reserves the right to cancel an event due to inclement weather or other circumstances which would make the event non-viable. If JSU cancels an event,

registrants will be offered a full refund. Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to the same event at the new, future date.

In the case of inclement weather, the JSUDOE follows the official Jackson State University school closing schedule. If an event is cancelled it will be posted on the JSU Master Calendar website and on www.jsu.edu.

Should circumstances arise that result in the postponement of an event, JSUDOE has the right to either issue a full refund or transfer registration to the same event at the new, future date.

Reservation Cancellation by Renter

Unless specifically stated on Facilities Use Agreement, the deadline to receive a refund (less the non-refundable deposit) for your event is 14 business days before the event.

Cancellations received from external renters after the stated deadline will not be eligible for a refund.

Cancellations received from internal renters after the stated deadline will be assessed a **\$75 cancellation fee**.

All refund requests must be made by the primary contact or credit card holder.

Refund requests must include the name of the event and/or reservation number.

Cancellations will be accepted in writing only via email or fax and must be received by the stated cancellation deadline.

These above policies apply to all approved events unless otherwise noted in the corresponding event materials. Please read individual event information thoroughly.

Late Departure Fee

- Starting and ending times of activities are absolute. Additional time outside of the scope of this agreement will be billed to the Organization/Lessee accordingly at the beginning of each hour. This includes early load-in time, rehearsal time and other related activities. Any group needing access to a

facility before or after the normal operating hours will be charged accordingly at the beginning of each hour.

- This hourly fee will be equal to time and a half for any personnel charges assessed plus 25% of the stated facility charge for each booking within the reservation.
- The Organizations/Lessee's permission to run late depends on the availability of the University Staff /Operating Personnel.

Past Due Accounts

- All Organizations/Lessee's that are more than 60 days past due, on any previous bill, will not be allowed to reserve or have any future events until payment is made in full.

All fee structures, policies, and procedures are subject to change without notice due to budgetary or other administrative decisions.

Catering

Jackson State University has an exclusive contract with an external vendor to provide all the catering needs for those using campus facilities. The contract grants the vendor the exclusive right to provide all food service on Jackson State University's campus. If the vendor can NOT provide service to an event because it is unavailable due to scheduling conflicts or unable to provide the requested menu, the vendor can give a student organization or university department permission to use another caterer.

Damage Fee

Jackson State University reserves the right to charge any student organization or university department for damages incurred to any campus facility or equipment. This includes damages caused by members of the sponsoring organizations, individuals attending the event/activity (audience member), or guests of those associated with the sponsoring organizations or audience members.

Decorations

Jackson State University recognizes the need for student organizations and university departments to decorate campus facilities for events and activities. The university requires all renters to submit to the venue's facility manager its decorating plans at least two (2) weeks prior to the event for approval. When developing your decoration plan, the following must be adhered to in all campus facilities:

1. No painting or spray-painting in the facility or on campus grounds at any time.
2. Do NOT nail anything into wall or floors.
3. Glitter and confetti are prohibited in all campus facilities.
4. Blinds and curtains can NOT be removed.
5. Fire Exit Signs cannot be covered under any circumstance.
6. Exit and Entrance doors can NOT be blocked under any circumstance.
7. All cords and cables must be taped down.
8. Any tape being used must be approved by the facility manager of the venue. Duct and some scotch tapes are NOT permitted for use at any time.
9. Open flame candles are strictly prohibited in all campus facilities. Lighted candles must be in an enclosed container.

Films and Movies

Only films and movies secured from the public library or that have been secured from a company with the copyright license fee paid may be shown in campus facilities for non-academic purposes.

Fronting/Co-sponsorship

Fronting is the practice of having a student organization or university department to co-sponsor an event for the sole purpose of securing a campus facility or service

for free or a discounted rate. Such a practice in any form is strictly prohibited. Student organizations or university departments who participate in this practice will lose the right and privilege to schedule campus facilities. External customers and organizations who violate this policy will be prohibited from using campus facilities and service for at least one-year.

Outdoor Amplification

Amplified sound is permitted on the Gibbs-Green Plaza on Fridays between the hours of 12 to 1 pm. The Provost may make exceptions for annual events such as homecoming, founder's day, welcome week, etc.

Payments

The full balance associated with an event **must** be made at **least thirty (30) days prior to date of the event**. **Failure to pay balance in full by the time outlined will result in the event being cancelled.** Payment must be made by check, money order, credit/debit, or interdepartmental transfer. Checks and money orders should be made payable to Jackson State University. All payments should be taken to B. F. Roberts Hall or made online (where applicable). In order to ensure proper crediting of your payment, take a copy of your invoice along with your deposit/ payment to Financial Services.

Political Demonstration/Free Speech

Registered student organizations and students have the right to demonstrate and exercise their first amendment rights. The Gibbs-Green Plaza has been identified as the free speech zone. Any demonstration in any other campus location must be approved by the Vice President of Student Life.

Publicizing Events

Once the event has been approved by the proper university personnel, it will be posted to the university's master on-line calendar, unless the sponsoring organization indicates the event/activity should NOT be publicized. The sponsoring organization should NOT publicize or promote any event until a final confirmation for the event/activity has been received.

Once your event has been approved, flyers and posters associated with the event should be stamped in University Communications (2nd floor Administration Tower).

Rates of Campus Facilities, Equipment, & Labor

With the exception of the Walter Payton Center, all campus facilities are free of charge to student organizations and university department not charging admission. For student organizations and university departments charging admission, a 70% discount is applied to facility rental fee only. Registered student organizations are not charged a facility rental fee for Reddix Hall for any event, meeting, program, or activity.

Registered student organizations and university departments using university equipment (tables, chairs, sound systems, video, etc.) may incur charges for the equipment usage if the items are not a part of the building event inventory. Labor charges associated with public safety and facilities and construction management is the responsibility of the event/program sponsoring organization.

Rental of University Equipment

Jackson State University will make a concerted effort to provide the equipment needed for an event. The rental costs associated with this equipment will be provided to the customer and itemized on the invoice.

Rental of Equipment from External Vendors

Routinely customers may require equipment and props that Jackson State University can NOT provide. It is the customer's responsibility to make their own arrangements to secure this equipment. The Department of Events staff, along with other Jackson State University personnel, will provide assistance in identifying potential vendors and making suggestions about the appropriate equipment to use. All payments for rental equipment from external vendors shall be the sole responsibility of the customer or organization securing the equipment. Set-up and breakdown times of equipment by external vendors must be coordinated with and approved by the Department of Events.

Rehearsals

Jackson State University will make campus facilities available for a rehearsal to organizations that have paid all fees associated with their event. Rehearsal time will be for 6 hours at no cost to the customer. The six hour rehearsal time must be for consecutive hours on the same day, provided that the space is available. If additional time and dates are needed, the organization can secure the space for 25% of the facility rate.

Security

The safety and security of all individuals who visit and attend the campus of Jackson State University is a top priority of the university. The Department of Public Safety is solely responsible for determining if security is needed at an event/activity and the number of officers assigned to the event/activity. The decision to require security at an event is determined by, but not limited to, the following:

1. The number of individuals in attendance.
2. Any activity where admission is charged or a registration fee is collected on site.
3. Alcohol is being served at an event.
4. Events where there is a history of disturbances, crowd control issues, or large number of individuals who are not university students.
5. Events/activities where the speaker or topic of discussion may create a disturbance by those in attendance or individuals wanting to protest and/or demonstrate against those speaking or in attendance.

The sponsoring organization is responsible for paying all fees associated with having a university officer at an event.

Smoking

Smoking is prohibited in all campus facilities.

Ticket Sales

Student Organizations and University Departments can sell tickets at the booths in the student center and one hour before an event begins in the Rose E. McCoy Auditorium Ticket Office. Approved events may also sell tickets online through the JSU Marketplace.

University Holidays

When the university is closed, generally no activities and events are permitted to occur in campus facilities. However, if events and activities occurring during university holidays or when the university is typically closed are permitted to occur in a campus facility, the sponsoring organization/individual will incur an additional cost for holiday use of facility.