

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

**Policies and Procedures for External
Organizations/Individuals 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 three satellite campuses: the Mississippi e-Center located on Raymond Road; the Jackson Medical Mall on Woodrow Wilson; 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 external organizations and individuals 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, Dadra Driscoll, at (601) 979-1031 or dadra.l.driscoll@jsums.edu or the Event Coordinator, Belinda Cole at (601) 979-1732 or Belinda.a.cole@jsums.edu .

General Guidelines for Using Campus Facilities

1. 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.
2. 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.
3. The university reserves the right to cancel or move an event in the case of an emergency, inclement weather, or act of God.
4. 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.
5. Only events and activities that have been scheduled through the campus scheduling software (EMS) are recognized as being properly booked and have the right to use a campus facility.
6. 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.
7. All external events and activities should be reserved at least 30 days prior to the planned date of the event.

How to Reserve Campus Facilities

There are two ways for an individual and/or external organization to reserve a campus facility.

1. The order and protocol for hosting and staging events sponsored by external customers on the campus of Jackson State University shall commence with a meeting between the Department of Events staff member and the customer desiring to host an event on campus. The Department of Events staff member will ascertain the needs of the external customer and assist with the selection of a campus venue most suitable for the desired event. Upon final selection of the venue, the events coordinator shall determine the availability of the venue on the desired date and time thru a review of the Event Management System (EMS) and the Facility Manager of the selected venue.
2. If you or your organization knows the exact location, date, and time you would like your event/activity to occur, you can go to the university's on-line reservation system and request the facility. The link to the system is below. You will receive a response within two (2) business days from a staff member in the Department of Events.

<http://jsuem.jsums.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.

Some of the general requirements for the consumption of alcohol on campus are:

1. Alcohol may be served in designated areas for special events with the approval of Jackson State University's President. All documented designations and/or approvals will be kept on file in the Office of the President and recorded in the Department of Events.
2. The Request to Serve Alcohol form must be submitted for approval at the time of application.
3. Alcohol may not be served unless non-alcoholic beverages (in addition to water) and food also are served. Food and non-alcoholic beverages must be available without cost if alcohol can be consumed at no cost.
4. When events last two hours or more, service of alcoholic beverages must stop one-half hour before the close of event.
5. It is the responsibility of those in charge of an event, including any independent contractor or caterer, to assure that no one who is underage is served any alcoholic beverages, and to bear the expense to ensure compliance of this policy. Any server must act in accordance with all pertinent laws, regulations, and policies regarding the serving of alcohol including the requirement that clear evidence of legal age be presented. Where there is any question as to whether a person is of legal age, no service will be provided. Any person serving alcohol must be at least 21 years of age. JSU will not be liable for any act or omission of any independent contractor or caterer.
6. Alcohol may not be consumed or carried in open containers in the common or public areas (as defined by law or JSU Policies) or any building or grounds, except as provided for below:
 - a. In specifically designated individual lodging rooms or apartments owned by JSU, or other private areas, but only after such location has been designated as a permissible location where alcohol may be present, and a record of that designation is on file in the Department of Events; or
 - b. For group activities or events where liquor license or permit (if required) has been obtained and the building proctor or scheduling officer has approved the event. All events where alcohol may be present require the prior consent of JSU's President.

Animals

Only service animals are allowed in campus facilities.

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.jsums.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 an individual or organization permission to use another caterer.

Damage Fee

Jackson State University reserves the right to charge any external organization or individual for damages occurred 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 organizations and individuals to decorate campus facilities for events and activities. The university requires all external organizations/ individuals to submit to the Department of Events its decorating plans at least fourteen (14) days 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 tapped down.
8. Any tape being used must be approved by the Department of Events. Duck 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.

Deposit

In order to reserve a campus facility, the sponsoring organization or individual must pay a non-refundable deposit of 50% of the total facility rental charge within two (2) business days of receiving the event confirmation. The balance must be paid fourteen (14) days prior to the event.

Facilities Use Agreement

A Use of Facilities Agreement is required for all external/off-Campus groups, individuals, and organizations sponsoring events on the campus. The agreement includes the provisions for liability insurance and conditions that govern overall use of the reserved facility.

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.

Liability Insurance

Special event insurance coverage is necessary when the University rents or loans its facilities to private individuals, groups, or organizations for meetings, weddings, conventions, seminars, banquets, receptions, concerts, dances, shows, plays, pageants, etc. Each off campus organization or individual utilizing University space must assume the associated risk exposure for their particular event. Off-campus applicants for use of university facilities must comply with the following guidelines:

- External organizations and individuals are required to provide a minimum of \$1 million general liability insurance. (Some organizations will require higher limits, depending on the nature of the event).

- A certificate of insurance must be submitted with the “Application for Use of University Facilities” before it can be processed.
- The certificate must name Jackson State University, 1400 JR Lynch Street, Jackson, MS 39217; and Mississippi Institutions of Higher Learning, 3825 Ridgewood Road, Jackson, MS 39211-6453, as additional insurers.
- The certificate must be received no later than fourteen (14) days prior to the event.

Parking

Depending on the facility being used, time and day of the event, and the number of individuals attending the event, parking near the facility where the event is occurring can be challenging. The Department of Events staff and the Department of Public Safety will work closely with sponsors of all external events to identify parking options.

Payments

The final payment associated with an event must be made at least fourteen (14) days prior to date of the event. Payment must be made by cash, check, money order, credit card, debit/ATM card. Checks and money orders should be made payable to Jackson State University. All payments should be taken to B. F. Roberts Hall. In order to ensure proper crediting of your payment, you take a copy of your invoice along with your deposit/ payment to Financial Services.

Publicizing Events

Once the event has been approved the proper university personnel, it will be posted to the university’s master on-line calendar, unless the sponsoring organization indicate the event/activity should NOT be publicized. The sponsoring organization should NOT publicize or promote any event until a copy of the certificate of liability insurance has been submitted to the Department of Events, A Use of Facilities Agreement has been signed, and the sponsoring organization has received an invoice and final confirmation for the event/activity.

If an external organization or individual needs assistance promoting or marketing an event/activity, the Department of Events will work with the organization/individuals to develop a marketing and promotion plan.

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.

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.

Rehearsals

Jackson State University will make campus facilities available for a rehearsal to organizations and individuals who have provided proof of liability insurance, signed facility use agreement, and 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 or individual can secure the space for 25% of the facility rate.

Sale of Merchandise

The sale of merchandise, souvenirs, or goods of any kind (including program books) is subject to the approval of the Department of Events.

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 disturbances 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

All external organizations desiring to sale tickets on campus may use the one of the booths in the Student Center for a charge of \$150 per day. The space must be reserved through the Department of Events. For events occurring in the Rose E. McCoy Auditorium, the ticket booth can be used one hour prior to the show beginning.

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.