Event Services Guidelines

General Reservation Guidelines: The Talley Student Union, Witherspoon Student Center, and Harrelson Satellite Student Center facilities may be reserved for use by Recognized Student Organizations, Registered Student Organizations, university departments, and external organizations. For additional information regarding reservations, please contact the Event Services Office at 919-515-2249. Exceptions to the reservations guidelines will be granted at the discretion of the Director of the University Student Centers or his/her designee.

- Recognized Annual University Events (e.g. New Student Orientation, Open House, and Commencement) may be scheduled up to two years in advance.

- Special Events (e.g. Ballroom programs, multi-day/multi-venue events) may be scheduled up to two years in advance.
  - Special Event reservation requests open during Fall Advanced Reservation Week (the week after Fall Break) for the academic year (Fall, Spring, and Summer semesters) two years out. (Example: Reservations open Fall 2013 for events during academic year 2015/16).
  - During peak hours (after 5:00 p.m., 7 days a week) clients are limited to four (4) Special Event reservations per semester.

- Series reservations (e.g. weekly meetings (the Ballroom is not available for weekly meetings)) and single reservations may be scheduled one semester in advance.
  - Series and single reservations requests open during Spring Advanced Reservation Week (the week after Spring Break) for the following Fall semester and during Fall Advanced Reservation Week (the week after Fall Break) for the following Spring and Summer semesters.
  - During peak hours (after 5:00 p.m., 7 days a week) clients are limited to four (4) Series reservations with a maximum four (4) hour meeting time per week (e.g. 4 - one hour meetings or 2 – two hour meetings or 1 – four hour meeting per week).

- During the Advanced Reservation Weeks, reservation requests will be assigned according to the following priority:
  - Annual University Events
  - Student Organization Events (Recognized and Registered Student Orgs, and Student Centers Fee funded departments)
  - University Department Events
  - External Organizations Events

- Open reservations (additional Special Event, Series, and single reservations) may be scheduled on a first-come, first-served basis after the semester has begun.
  - Open reservations requests are accepted beginning the day after Labor Day for Fall Semester, the Day after MLK Jr. Day for Spring Semester, and the day after Memorial Day for Summer Sessions.
Shared Space Reservations Guidelines
Washington Sankofa Room and the Witherspoon Student Center Cinema and the Senate Chamber and in Talley will fall under the shared space guidelines. The partner organizations will have priority scheduling in the shared spaces as follows:

• **Witherspoon Student Center Cinema.** UAB Films Committee will have priority scheduling for the Witherspoon Student Center Cinema to schedule the UAB Films Series on Thursday, Friday, Saturday, and Sunday nights during Fall and Spring semester and Tuesday and Thursday nights during Summer Sessions. The UAB Films Committee's priority scheduling period will be prior to the Spring Advance Reservation Week (for the following academic year). Following UAB's priority scheduling period, the Witherspoon Student Center Cinema will be available for reservation by student organizations, university departments, and external clients according to the established priority list and reservation guidelines described above.

• **Washington Sankofa Room.** The African American Cultural Center (and associated organizations) will have priority scheduling for the Washington Sankofa Room. The AACC's priority scheduling period will be prior to the Spring Advance Reservation Week (for the following academic year). Following the AACC's priority scheduling period, the Washington Sankofa Room will be available for reservation by student organizations, university departments, and external clients according to the established priority list and reservation guidelines described above.

• **Senate Chamber.** The Student Senate, Student Centers Board of Directors, University Graduate Student Association, National Pan-Hellenic Council, Panhellenic Association, Inter-fraternity Council, Multicultural Greek Council, Staff Senate, and Faculty Senate, will have priority scheduling for the Senate Chamber for their regular governance meetings. The priority scheduling period will be prior to the Spring Advance Reservation Week (for the following academic year). Following the priority scheduling period, the Senate Chamber will be available for reservation by student organizations, university departments, and external clients according to the established priority list and reservation guidelines described above.

Outdoor Event Reservations Guidelines
The Stafford Commons and Harris Field may be reserved for use by student organizations, university departments, and external clients. These reservation requests may fall under Annual, Special, Series/single, or Information/solicitation table reservations guidelines depending on the nature of the event.

• **Rain Sites:** The Ballroom, Cinema, and Washington Sankofa Room may be held as a rain site for scheduled outdoor events on a very limited basis. Each rain site request will be considered on a case by case basis.

• **Food and Beverage:** Rave! Catering is the exclusive caterer for Stafford Commons and Harris Field. All catering services are coordinated by the Event Services office. Exceptions may be granted under special circumstances to use external catering. To request an exception, a Catering Agreement form must be completed and returned to the Event Services office no later than three weeks prior to the date of the event. The University Student Centers and University Dining will review the agreement to determine if an exception is granted. If an exception is granted, the approved caterer is required to pay an external catering fee ($25.00 or 10% of total catering bill, whichever is greater) and to abide by the food handling practices in the Catering Agreement. Catering Agreement forms are available in the Event Services office.

Advertising and Promotions Reservation Guidelines: The Talley Student Union and Witherspoon Student Center can provide advertising and promotion opportunities for student organizations and university departments. These reservation requests will fall under Regular Events and Series reservations guidelines.
• **Information/Solicitation Tables:** Information tables may be reserved in Talley and Witherspoon for the advertising or promotion of meetings, events, and programs and for solicitation purposes. Information tables must be staffed by a member of the reserving organization for the duration of the reservation.

• **Banners:** Banner space may be reserved for the purpose of temporary advertising of meetings, events, and programs. There are two banner spaces available at Witherspoon Student Center. Banner space may be reserved for a maximum of two weeks. Banners must have hemmed edges, have grommets installed in the corners, and cannot be larger than six feet wide by three feet high. Banners must be turned in to the Event Services office one business day prior to the first day of the confirmed banner reservation. Banner space may be reserved for a maximum of two weeks.

• **Donation Bins:** Space for the collection of donations may be reserved by student organizations and university departments. There are two donation bins spaces available in Talley and two donation bin spaces available in Witherspoon. Donation bins will be provided by Event Services and clearly marked with the purpose of the collection and the end date of the collection. Donation bin spaces may be reserved for a maximum of four weeks.

• **Billboard Screens:** Space is available on screens throughout Talley and Witherspoon to display digital advertising for events that will be held in the Student Centers. Digital advertising must be submitted to the Event Services Office as a jpeg 1920 x 1080, png 1920 x 1080, or pptx 20 x 11 file. Digital advertising may be displayed for one week prior to the actual event.

**Food and Beverage Guidelines**

The University Student Centers provide numerous food and beverage options for your events in the Student Centers including Rave! Catering and multiple retail dining options.

• **Catering:** Rave! Catering is the exclusive caterer for Talley Student Union and Witherspoon Student Center. All catering services are coordinated by the Event Services office. Exceptions may be granted under special circumstances to use external catering. To request an exception, a Catering Agreement form must be completed and returned to the Event Services office no later than three weeks prior to the date of the event. The University Student Centers and University Dining will review the agreement to determine if an exception is granted. If an exception is granted, the sponsoring organization is required to pay an external catering fee ($25.00 or 10% of total catering bill, whichever is greater) and to abide by the food handling practices in the Catering Agreement. Catering Agreement forms are available in the Event Services office.

• **Retail Dining Options:** Talley Student Union has multiple retail dining options designed to accommodate a variety of your food and beverage needs. Red Sky Pizza can deliver to your meeting room and Jason's Deli, Tuffy's Diner, Los Lobos Mexican Grill, Yates Mill Bakery, Port City Java, and One Earth World Cuisine can provide a multitude of options for your event.

On a budget? Event Services office can arrange for prepaid meal cards for the retail dining options within the Student Centers. Guests can have lunch “on your own” or bring it back to the meeting room.

• **Student Organization Snack Policy:** Only non-perishable snacks are allowed, i.e.; potato chips, pretzels, cookies, nuts, and soft drinks. Pizza is not included in the snack policy but can be provided via Red Sky Pizza Company (see “Retail Dining Options” above). Coffee (for personal use) may be brought in a thermos or a similar container that does not require electricity. Appliances that require an electrical outlet or any type of sterno or open flame are not allowed. Perishable food items (food that must be maintained at a certain temperature to prevent spoilage) i.e.; meat and dairy products or mayonnaise based items, may not be brought into the Student Centers by the client. The client is responsible for removal of all items brought into the Student Centers. The student organization snack policy is for recognized and registered student organizations only and is not applicable for events held in the Talley Student Union Ballroom.
• **Donated Food:** Clients wishing to bring in outside food that has been donated must submit a Catering Agreement form for approval (See “Catering” above) as well as a signed letter from the donating organization indicating that they have donated the food, with the name of your event and value of the donation. If an approval for donated food is granted, the client will be required to pay an external catering fee and abide by the food handling practices in the Catering Agreement. Catering Agreement forms are available in the Event Services office.

• **Concessions:** Witherspoon Concessions is available for events in the Witherspoon Student Center. We offer a variety of options regularly, but can also work to tailor options for your event. These can either be provided by the client or available for purchase to your guests.

• **Alcohol:** Permission to use alcohol on a per-event basis requires the Request for Permission to serve Alcohol at NC State University form. The form is available in the Event Services office. The form must be submitted at least three (3) weeks prior to the scheduled event date. The Director of the Student Centers, and the Vice Chancellor for Finance and Business (or designee) must approve the application.

**Student Centers Partnership Fund:** The University Student Centers Partnership Fund provides financial assistance for programs and events that are focused on the enrichment of the North Carolina State University student community. The Partnership Fund works to promote programs and events that use the University Student Centers and are of broad general interest. Here are a few examples of events that may be eligible for Partnership Funds:

- Collaborative programming – two or more student organizations co-sponsoring a program
- Late night/weekend programming – programs that occur on Friday or Saturday night after 9:00 pm
- Benefits/fundraising programs

Partnership Funds will be used to defray room rental, equipment rental, and staffing fees. Partnership Fund applications are available in the Events Services office.

**Early Open/Late Close:** Use of the Student Centers outside of regular Building Operating Hours will result in a charge of $50 per hour for student organizations, $75 per hour for university departments, and $125 per hour for external users.

**Late Cancellation/No Show:** Failure to cancel a reservation in a timely manner (30 days in advance for Special Event reservation, and 24 hours in advance for a Series/single reservation) will result in a late cancellation/no show fee. Student organizations and university departments will be charged 50% of the Student Organization (ticketed rate) room rental fee and any staffing fees associated with the reservation. External users will forfeit their deposit and be charged any staffing fees associated with the reservation.

**Risk Assessment:** If an event may pose potential risk, the Event Services office will arrange a risk assessment meeting with Campus Police, the event organizer, and other affected departments at least four weeks prior to the event (Campus Police requires three weeks’ notice to obtain security coverage). If Campus Police advises that an event requires additional security, Event Services, Campus Police, and the event organizer will coordinate the necessary arrangements. The client will be responsible for fees associated with any additional security.

**Setup and Equipment Needs:** Event organizers are required to provide set-up information and equipment needs at the time the reservation is made. Last minute requests for set-up changes or additional equipment may not be honored. All equipment and furniture is to be moved and set-up by Student Centers staff only (not event organizers). Special set-up staffing fees may be assessed if the client requests a set-up to be changed from the standard, fixed set-up.
**Event Storage Space:** Temporary storage space may be available for Special Events. Please coordinate these requests with the Event Services office.

**Loading Dock Services:** Shipping and receiving of items may be available for Special Events. Please coordinate these requests with the Event Services office.

**Printing Services:** Copy and print services may be available for Special Events. Please coordinate these requests with the Event Services office.

**Decorations:** Decorations, signs, and other materials must not be attached to the walls, doors, painted or papered surfaces with tape or staples. Poster putty, provided by the client, may be used. All materials must be removed at the conclusion of the meeting, event, or program.

**Noise:** All meetings, events, and programs should be conducted in such a manner as not to produce excessive noise that may be disruptive to others.

**Open Flame:** Any use of fire producing articles, i.e., candles, incense, matches, etc. is prohibited unless prior approval has been granted by the Event Services office.

**Injuries/Emergencies:** Any injuries or emergencies should be reported to the Information Desk located on the 2nd floor of Talley Student Union or the 1st floor of Witherspoon Student Center or by calling 919-515-3138.