

# **Troy University Facility Reservation Policy Manual**

**Approved: August 8, 2007**

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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 outside individuals, organizations and groups.

**Section 1: Background.** TROY has the exclusive right to determine whether to allow an individual or organization (the “User”) to use its facilities. The decision to approve or disapprove facilities 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. These facilities must be reserved using the reservation form from that campus. 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 specific campus site. Payment may be made by check, money order, or with a billable purchase order (which will be invoiced by the specific campus site). This payment must be made at the time of reservation. No reservation will be confirmed until payment is received. Any

exceptions to the payments policy must be authorized by a Senior Vice-Chancellor 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; unless a valid separate agreement exists with a campus site. 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 each specific campus site official.

**Section 9: Alcoholic Beverage Policy.** Troy University recognizes that the use and the abuse of alcohol interferes 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. Unless otherwise stated by law, each individual retains responsibility for his or her mental or physical state, even if altered by alcoholic beverages. 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. Groups and organizations reserving and using University facilities where alcoholic beverages will be consumed must provide the University with a liability insurance policy for the event, naming the University as an insured party.

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

All campus leaders (faculty, staff, students) must ensure compliance with applicable laws of the State of Alabama and the Cities of Troy, Montgomery, Dothan and Phenix City: These laws, in general, prohibit:

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. 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. Tailgate Terrace(s)
  - c. Red Wave Executive Suites and Stadium Club located in Movie Gallery Veterans Stadium and other designated viewing suites
  - d. Hawkins Adams Long Hall of Honor
  - e. In common areas for special events, if approved by the Chancellor or his/her designee. For faculty sponsored events, the designee is the Executive Vice Chancellor/Provost; for events sponsored by the TROY administration, the designee is the Senior Vice Chancellor for Administration; and for all other groups the designee is the Senior Vice Chancellor for Student Services. The consumption of alcohol at other campus locations will be approved by the appropriate chain as just defined.
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.

### **Policy Violations**

Enforcement of the alcohol policy for students shall reside in the Office of the Senior Vice Chancellor for Student Services, with the university's judicial officer acting as the initial contact for such violators. Enforcement of the alcohol policy for faculty resides with the Executive Vice Chancellor/Provost and for staff with the Senior Vice Chancellor for Administration and Finance 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 University Alcohol Policy will be handled as outlined in the appropriate faculty, staff or student handbook.

**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 any campus site 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.

**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 specific 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 legal holiday in the state of Alabama.

**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: 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 must be reserved seventy-two (72) hours in advance of the event. Reservations must be submitted on the University's online reservation system.
2. The facility is not considered reserved without a confirmation number.
3. All TROY facilities are smoke-free.
4. When required, University Police must be notified at least one week in advance of function.
5. Catering needs must be handled through Sodexho Dining Services. No outside food or drinks allowed without approval of Director of Sodexho Dining Services and the Dean of Student Services and/or Director of Athletics. Should a user bring food to a venue that is not catered by Sodexho or have previously been granted a waiver, the event will be immediately cancelled and no refund will be given on the reservation fee.
6. Room arrangements for seating and any special requests (PA system, AV equipment, table and chair layout, etc.) must be made no less than 72 hours in advance of function through the request for space form. Layout plans not provided at least 72 hours in advance will be determined by the Office of Conference Services and/or Athletics and will be set according to their standards.
7. If the scheduled event includes any needs for technical assistance such as microphones, music, videos, or power point, please indicate this on the request for space form 72 hours in advance of the event.
8. All decorations must be approved by the Office of Conference Services 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.
9. Arrangements for times concerning decorating must be made in advance through the Office of Conference Services and/or Athletics. Facilities are locked when not in use.
10. 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.
11. The use of wax candles is prohibited. Only mechanical candles are allowed.
12. Advertising of any event or service scheduled within or outside of any University facility must be approved by the Director of Auxiliary Services 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.
13. No animals or bikes will be permitted in the building at anytime.
14. Failure to cooperate with facility staff, who 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.

### **Specific Policies and Procedures for Crosby Theater**

1. Concessions may be available to all events with a 72 hour advance notice. Arrangements must be made through Sodexo Leisure Services for concessions.
2. The pit cover may be removed by Conference Services personnel only. There must be at least a 72 hour advance notice to have the cover removed. Objects of heavy weight will not be placed on the cover without proper approval.
3. No one is to enter the sound or light patch room areas unless given proper authorization from the office of Student Services.
4. 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.
5. The Technical Manager and the office of Conference Services has the right to discontinue an event at any time. If the event is discontinued, the office of Student Services reserves the right not to refund the reservation fee.
6. The balcony is reserved for overflow seating ONLY.

### **Specific Policies and Procedures for Trojan Center Theater**

1. First priority for use will be with the Department of Speech and Theater. When available, the stage area can be used for other programs or activities.
2. Up until 10 days prior to a performance, the full stage and apron may be scheduled for other events, if not in conflict with Theater rehearsals and/or scenery erection.
3. No food or drink will be allowed in the Theater. Organizations that disregard this policy could be refused use of the facility.
4. The Office of Conference Services has the right to discontinue an event at any time. If the event is discontinued the Office of Student Activities reserves the right not to refund the reservation fee.

### **Specific Policies and Procedures for the Trojan Center Lounge**

1. Student lounge furniture is not to be removed or relocated from its current location.
2. All noise should be held at a minimum.
3. All trash should be disposed of in the proper containers.
4. General building policies must be followed.

### **Specific Policies and Procedures for the Trojan Center Lobby**

1. Organizations are limited to one table and two chairs for their use per day.

2. Outside vendors providing a service must fill out a vendor contract before access will be allowed. The vendor contracts are located in room 233 of the Trojan Center.

### **Specific Policies and Procedures for Sorrell Chapel**

1. The Office of Conference Services 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 Conference Services.
4. A piano is provided in the Chapel.

### **Specific Policies and Procedures for 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.

### **Specific Policies and Procedures for Student Recreation Center**

1. The basketball area, the dance/aerobic room, and the fitness room may only be reserved by the Intramural Sports Office and the Office of Conference Services 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 –NO CLEATS, SANDALS, OR FLIP-FLOPS.

#### **Specific Policies and Procedures for Intramural Fields**

1. Participants park, enter, and play at their own risk.
2. No unauthorized motor vehicles allowed on the field grass.
3. No golf play allowed on the field grass.
4. No glass containers allowed inside the field area.
5. Shoes with steal cleats are NOT allowed.

#### **Specific Policies and Procedures for 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. 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.
5. Only athletic shoes may be worn on gym floors. No heels or hard soled shoes are permitted.
6. Basketball goals will not be moved for any outside event held within Trojan Arena.

DATE: \_\_\_\_\_

### REQUEST TO RESERVE FACILITIES TROY UNIVERSITY

ALL FORMS MUST BE TYPED AND SUBMITTED AT LEAST 72 HOURS IN ADVANCE OF THE EVENT.

REQUEST CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT PLANNED: \_\_\_\_\_

TIME REQUESTED	START TIME	ESTIMATED ATTENDANCE	OPEN TO PUBLIC

FACILITY	DATE	DESCRIPTION/REQUIREMENTS	APPROVED	DECLINED
1				
2				
3				
4				

**FACILITY DEPOSIT: (REFUNDABLE)**     \$ \_\_\_\_\_     **SET-UP FEE:**     \$ \_\_\_\_\_

**FACILITY RENTAL FEE:**     \$ \_\_\_\_\_     **MISC. FEE:**     \$ \_\_\_\_\_

**PHYSICAL PLANT FEE:**     \$ \_\_\_\_\_     **TOTAL**     \$ \_\_\_\_\_

ALL FACILITIES MUST BE RESERVED NO LATER THAN 3 DAYS IN ADVANCE BY TYPING A FACILITY RESERVATION FORM AND RETURNING IT TO THE APPROPRIATE OFFICE.

FACILITIES ARE NOT CONSIDERED RESERVED WITHOUT CONFIRMATION.

THE PERSONS OR GROUP RESERVING THE FACILITY IS RESPONSIBLE FOR ALL PERSONS ATTENDING THE FUNCTION AS WELL AS ANY AND ALL DAMAGES OCCURING DURING THE FUNCTION.

ANY GROUP OR COMPANY PROMOTING PRODUCTS MUST HAVE A SIGNED VENDOR CONTRACT.

ANY AND ALL FOOD-SERVICES REQUIREMENTS OF THE USER FOR THE EVENT MUST BE OBTAINED EXCLUSIVELY FROM SODEXHO DINING SERVICES. TROY UNIVERSITY 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. ALCOHAL USE IS ALLOWED ONLY WITH PERMISSION AND MUST BE IN COMPLIANCE WITH THE UNIVERSITY'S ALCHOLIC BEVERAGE POLICY. TROY UNIVERSITY RESERVES THE RIGHT TO REFUSE ANY INDIVIDUAL OR GROUP THE USE OF ALCOHALIC BEVERAGES. WHEN ALCOHAL USE IS APPROVED, SECURITY MUST BE PRESENT, AND PROOF MUST BE PROVIDED THAT SECURITY WILL BE PRESENT.

ALL GENERAL CLEAN-UP FOLLOWING THE FUNCTION WILL BE THE RESPONSIBILITY OF THE PERSONS OR GROUPS RESERVING THE FACILITY. THIS INCLUDES PLACING ALL TRASH IN TRASH RECEPTICLES AND RETURNING FURNITURE BACK TO ITS ORIGINAL LOCATION. FURNITURE WILL NOT BE MOVED FROM ONE FLOOR TO THE NEXT. IT WILL REMAIN ON DESIGNATED FLOOR.

**I, THE UNDERSIGNED CLEARLY UNDERSTAND THAT I HAVE FULL RESPONSIBILITY FOR THE USE OF THE REQUESTED FACILITIES. I FURTHER CERTIFY THAT I HAVE READ THE TROY UNIVERSITY FACILITIES AND SERVICES AGREEMENT AND AGREE TO ABIDE BY ALL RULES AND REGULATIONS WITHIN THIS AGREEMENT.**

**REQUESTOR SIGNATURE**     \_\_\_\_\_

**FACULTY ADVSIOR**     \_\_\_\_\_

**TROY UNIVERSITY POLICE**     \_\_\_\_\_

**DIRECTOR OF CONFERENCE SERVICES**     \_\_\_\_\_

**DEAN OF STUDENT SERVICES**     \_\_\_\_\_

**DIRECTOR OF ATHLETIC FACILITIES**     \_\_\_\_\_

**DIRECTOR OF ATHLETICS**     \_\_\_\_\_

## TROY UNIVERSITY FACILITY RENTAL FEE POLICY

<u>FACILITY</u>	<u>CAPACITY</u>	<u>FEE</u>	<u>CLEAN-UP FEE</u>	<u>SET UP FEE</u>
<b><u>TROY CAMPUS</u></b>				
BALLROOM A or B	250 (175 BANQUET)	\$300.00	\$50.00	
BALLROOM A and B	500 (400 BANQUET)	\$500.00	\$100.00	
HALL OF HONOR	120 (80 BANQUET)	\$250.00	\$100.00	
ARBORETUM	80	\$200.00	\$50.00	
ROOM 212 TROJAN CENTER	50	\$50.00	\$25.00	
ROOM 213 TROJAN CENTER	15	\$50.00	\$25.00	
ROOM 224 TROJAN CENTER	50	\$50.00	\$25.00	
ROOM 231 TROJAN CENTER	12	\$50.00	\$25.00	
TROJAN CENTER THEATRE	290	\$500.00*	\$100.00	
CROSBY THEATRE	930	\$750.00*	\$100.00	
MITCHELL AUDITORIUM	200	\$200.00	\$50.00	
SORRELL CHAPEL	100	\$100.00	\$50.00	
REC CENTER GYM	150	\$200.00	\$150.00	\$200.00
REC CENTER DANCE ROOM	50	\$50.00	\$50.00	
WRIGHT GYM	150	\$150.00	\$50.00	
AMPHITHEATRE	300	\$50.00	\$50.00	
MOVIE GALLERY STADIUM	30,000	\$500.00**	\$250.00	***
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
TROJAN ARENA LOBBY	150 (75 BANQUET)	\$250.00	\$100.00	\$200.00
RIDDLE PACE FIELD	2,000	\$250.00**	\$100.00	***
TRACK/SOCCER		\$250.00	\$100.00	***
LUNSFORD TENNIS COMPLEX		\$250.00	\$100.00	***
LADY TROJAN SOFTBALL FIELD	300	\$250.00	\$100.00	***
<b><u>MONTGOMERY CAMPUS</u></b>				
CIVIC ROOM ****	75 (30 BANQUET)	\$350.00	\$50.00	
CLASSROOM *****	1-24	\$150.00	\$50.00	
CLASSROOM*****	25-36	\$175.00	\$50.00	
CLASSROOM*****	37-50	\$200.00	\$50.00	
COMPUTER LAB*****		\$600.00 + \$50.00/station		
GOLD ROOM	300 (230 BANQUET)	\$500.00	\$100.00	
LAMAR HIGGINS CONF. ROOM	10-25	\$250.00	\$50.00	
ROSA PARKS AUDITORIUM****	103	\$500.00	\$100.00	
ROSA PARKS EXHIBIT HALL****	100	\$500.00	\$100.00	
TINES ALLEY	50	\$250.00	\$50.00	
TV STUDIO CLASSROOM*****		\$250.00		
WHITLEY ROOMS 140-142	75 (55 BANQUET)	\$300.00	\$100.00	
<b><u>DOTHAN CAMPUS</u></b>				
INTERACTIVE CLASSROOM* (LTB 138 OR 160)	40	\$60.00		
CLASSROOM	35-40	\$40.00		
MICHELIN CONFERENCE ROOM	45	\$100.00	\$25.00	\$40.00
SONY HALL (AUDITORIUM)*	212	\$200.00		
HARRISON ROOM	115	\$150.00	\$25.00	\$40.00
COMPUTER LAB (LTB BUILDING)*	30	\$200.00		
ROTUNDA AREA	75	\$50.00	\$25.00	\$40.00

- \*Technical personnel fees will apply
- \*\*Price may increase depending on the type of event
- \*\*\*Price will be determined depending on the type of set-up required
- \*\*\*\*Restricted Rental
- \*\*\*\*\*Based on Classes in Session

LOST OR DAMAGED ITEMS THAT ARE A PART OF THE FACILITY WILL BE THE RESPONSIBILITY OF THE CAMPUS DEPARTMENT OR ORGANIZATION.

**TABLES AND CHAIRS WILL NOT BE PROVIDED FOR OUTDOOR EVENTS**

AUDIO VISUAL SERVICES CAN BE PROVIDED AT ANY INDOOR FACILITY

LCD PROJECTOR	\$40 EACH
OVERHEAD PROJECTOR	\$20 EACH
TV/VCR/DVD	\$10 EACH
MICROPHONES	\$5 EACH
(IN ADDITION TO PODIUM MICROPHONE)	

\*\*\*\*GROUPS RESERVING AND USING FACILITIES WHERE ALCOHOLIC BEVERAGES WILL BE CONSUMED WILL BE REQUIRED TO PROVIDE AN INSURANCE POLICY FOR THE EVENT NAMING THE UNIVERSITY AS AN INSURED PARTY.

\*\*\*\*(THEATRES ONLY) ANY NEEDS OTHER THAN BASIC LIGHTING AND SOUND WILL BE SUBJECT TO A FEE OF \$15 PER HOUR PER WORKER. 4HR MIN.

\*\*\*\*FEES WILL BE ADDED FOR THE USE OF SCOREBOARD AND/OR SOUND SYSTEM.

\*\*\*\*FEES WILL BE ADDED FOR ALL SET-UP AND MOVEMENT OF FURNITURE.

\*\*\*\*PHYSICAL PLANT MAY ATTACH ADDITIONAL FEE FOR SET-UP/CLEAN-UP. PLEASE CONTACT THEM AT 334-670-3343 FOR FEE.

\*\*\*\*UNIVERSITY POLICE MAY ATTACH THEIR OWN FEE FOR ANY SECURITY DEEMED NECESSARY BY TROY UNIVERSITY. PLEASE CONTACT THEM AT 334-670-3215.

\*\*\*\*ALL FIRE CODES AND LAWS MUST BE OBSERVED AND WILL BE ENFORCED.

\*\*\*\*TROY UNIVERSITY RESERVES THE RIGHT TO DENY FACILITY USAGE AT ANY TIME.

\*\*\*\*ADDITIONAL CHARGES MAY APPLY FOR SPECIAL REQUESTS.

\*\*\*\*ADDITIONAL CHARGES WILL APPLY FOR DAMAGES TO THE FACILITY AND EQUIPMENT.

I, THE UNDERSIGNED CLEARLY UNDERSTAND THAT I HAVE FULL RESPONSIBILITY FOR THE USE OF THE REQUESTED FACILITIES. I FURTHER CERTIFY THAT I HAVE READ THE TROY UNIVERSITY FACILITIES AND SERVICES AGREEMENT AND AGREE TO ABIDE BY ALL RULES AND REGULATIONS WITHIN THIS AGREEMENT.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**RETURN COMPLETED FORMS TO:**

OFFICE OF CONFERENCE SERVICES  
 TROJAN CENTER  
 TROY, AL 36082  
 334-670-3208 (OFFICE)  
 334-670-3111 (FAX)

DEPARTMENT OF ATHLETICS  
 DAVIS FIELD HOUSE  
 TROY, AL 36082  
 334-670-3482 (OFFICE)  
 334-670-3679 (FAX)

# **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: \_\_\_\_\_