

GENERAL INFORMATION FROM THE BUILDING MANAGER FOR SCHEDULING FACILITIES

Scheduling of the following facilities will be through the Office of Student Life. Requests can be completed online at studentlife.jsu.edu or may be picked up in the Office of Student Life:

- Theron Montgomery Building Auditorium (capacity 400)
- Leone Cole Auditorium (capacity 450)*
- McCluer Chapel
- TMB Lawn
- Amphitheater
- Quad
- Tables in TMB Lobbies (2nd & 4th floors)
- Paul Carpenter Village

Facilities will be reserved according to the following priorities:

- Student Government Association
- President's Office
- Drama Department
- Recognized Student Organizations
- University Departments, Faculty, Staff and Administration (for JSU sponsored or coordinated activities only)
- Non-University Groups (As approved by Building Manager)

** The Office of the President and the Drama Dept. has priority on scheduling Leone Cole.*

REQUESTS MUST BE SUBMITTED AT LEAST 10 WORKING DAYS PRIOR TO THE EVENT.

JSU Security may be required for events as determined by the Building Manager and/or the University Police Department, to be paid by the sponsoring organization/department. (See attached Security Policy). The Officers must be paid two (2) working days prior to the event. **It is the sponsoring organizations responsibility to contact the UPD to determine if security is necessary.**

Student organizations will be charged a refundable damage deposit of \$ 100.00

Non-University Groups will be charged \$250.00, per day rental fee for use of any JSU facilities. A refundable damage deposit of \$250.00 will be required. Rental fee must be paid 10 days prior to event or risk cancellation. **Scheduling facility will not be confirmed until rental fee and deposit are paid in full.**

Non-University Groups will not be permitted to have fund-raising events.

No activities sponsored by student organizations may be held during the dates of final exams beginning on Academic Preparation Day.

All catering will be provided by Sodexo Food Service. The use of an outside caterer is prohibited.

No banquet or meal functions may be held in the TMB Auditorium.

Proposals for concerts must be initiated through the Director of Student Life.

No smoking is allowed in the buildings.

Decorations attached to the walls, drapes, ceiling or floor are prohibited.

Cleaning the facility after use is the responsibility of the sponsoring organization.

The use of facilities for personal/family social functions such as family reunions, birthday celebrations, etc. is not permitted.

No facility will be scheduled during official university recesses and holidays.

An event needing special sound, lights, or other unusual requirement may result in a fee being assessed. We cannot guarantee the use of sound and lights for any of these facilities. **It is the sponsoring organizations responsibility to arrange for lighting requirements.**

All equipment and arrangement needs must be made at the time of reservation on the request form.

All events for all facilities must end by 11:00 p.m.

Cancellation must be made in person at least 24 hours before an event is scheduled. If this is not done, all costs associated with the event are the responsibility of the sponsoring group (rental, security, etc.)

If the sponsoring organization/department is not present 30 minutes past the specified beginning time, the event will be automatically cancelled. All fees associated with the event will be the responsibility of the sponsoring group.

The possession or consumption of alcoholic beverages is prohibited. The sponsoring organization/department is responsible for monitoring compliance.

The sponsoring organization/department is responsible for the behavior of their members and guests.

The sponsoring organization/department is responsible for any damage or theft of property. Damages and/or losses will be charged to the sponsoring group.

Pre-event inspection is suggested and any pre-existing damages should be brought to the attention of personnel from the office of Student Life.

The Office of Student Life strongly suggests that the University Faculty Advisor be in attendance at all events scheduled on campus by a student organization.

Failure to abide by any of the rules or regulations may result in the organization/department being denied use of the facility for a time specified by the Building Manager.

If any of the above rules are not followed, you will not receive your deposit refund.

*I have read and been counseled on the above statements and agree to all terms.

Office of Student Life (date)

Sponsoring Organization (date)
(representative's signature)