KERMIT E. WHITE CENTER
EVENT SCHEDULING GUIDELINES

Policies and Procedures
Please note these are only scheduling guidelines as each venue may have additional policies and procedures for its area. ECSU Administrative staff has the option to decline any request.

Who Schedules the Events in the K.E. White Center?
The Office of Venue Reservations is responsible for scheduling all events in the ballroom, boardroom, and conference rooms.

Who can Request an Event in the K.E. White Center?
The primary use of the K.E. White Center it to host banquets, conferences, meetings, receptions, and training. Community individuals, faculty and staff may reserve the facility. Community individuals must complete a Facilities Use License Agreement.

How and When to Submit an Event Request?
Events are requested through Ad Astra. The required lead time for is 14 days with an allowable max of 365 days in the future for requests.

Upon receipt of a request, the Office of Venue Reservations will...
- send an email acknowledgment from admin@aais.com that your event request has been received. This acknowledgment is not a confirmation.
- If your request is denied, you will receive email notification from admin@aais.com stating the reason your event was declined.

Emergency Closure
If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered canceled. For community rental, the Office of Venue Reservations will work with you on rescheduling or processing a refund.

Event Sponsor/Contact Responsibility
The sponsoring organization or department is responsible for the information provided. When making a reservation, you will be required to designate a contact person who is responsible for the proper conduct of the event and for returning the space to its original configuration.

The type of activity of the event may not be changed from that requested without prior written approval from the Office of Venue Reservations.

A reservation does not provide event support services such as catering, extra custodial support, or security. These items are examples of extra services that may be arranged on a fee-for-service basis. The Licensee is responsible for the planning and coordination of all event-related arrangements. Under no circumstances is furniture or other property to be removed from the space or removed from other spaces. The sponsor is responsible for any extra cleanup fees or damages to the facility incurred during the event or during the event set-up and take-down. Any items brought in for the event should be removed promptly and the room returned to its original arrangement.

Failure to adhere to these policies may subject the renter to additional charges and/or restriction of future space usage privileges.

Expectations
All users are expected to leave the facility in good order. Users are also expected to take extra care that no damage is done to the equipment and that the room is returned as it was found. If customers are going to use the audio/visual equipment at KEW, they are expected to bring their computer during the scheduled walk-thru, to test for compatibility to ensure as smooth of a transition as possible.

Decorations
Items may not be affixed to walls, windows, floor or ceiling or other surfaces of the facility with tape, sticky adhesive or any material that will damage the surface or leave markings. Banners or posters are not allowed to be hung on the outside of the building. **Prohibited items include but are not limited to: confetti, glitter, silly string and rice. The use of these items will result in an additional cleaning fee. Non-payment of cleaning fee will result is restriction of space usage privileges until made.**
After-Hours Service and Excessive/Late Hours Cleaning
Events on weekends and after 5p.m. during the work week require after-hours custodial services provided by Facilities Management of ECSU. Late hours cleaning will result in extra charges. Extraordinary cleanup, or any damages incurred from event usage, will be billed accordingly.

Facilities Information
K.E. White houses the University Gallery. Request for access to this area must be through the Visual and Performing Arts department. Please call (252) 335-2315 for information.

Custodial and Setup/Teardown Fees
Setup of tables, chairs and stage is provided by the Facilities Management. Any use of hallways should not restrict access or interfere with any other areas.

Stage Size
The stage can be built to fit requirement.

A/V Equipment
K.E. White has the following items available for use:
- Mounted projector
- Screens
- PA System
- Microphones (limited amount)

Food Service/Catering
Catering companies must provide required documents to the Venue Reservation Office. Contact at cro@ecsu.edu.

Alcohol in accordance with ECSU Policy Manual - Licensee is prohibited from dispensing, using or consuming alcoholic beverages while utilizing ECSU’s facility unless the Chancellor has granted approval in accordance with ECSU’s Alcoholic Beverage Policy.

Smoking
Smoking is not allowed in the K.E. White Center and is only allowed if a person is 100 feet away from any entrance of the building.

Campus Carry Policy
Weapons are not allowed on campus except for items carried by officers on duty through the university police department. For Elizabeth City State University’s carry policy please contact University Police at (252) 335-3266.

ADDITIONAL INFORMATION FOR STUDENT ORGANIZATIONS
Only registered student organizations are allowed to request space on campus. Please refer to the Student Organization Guidelines for additional details or contact Student Engagement at 252-335-3143. To request the use of the Ridley Student Center, must submit a request through Clubs & Organization Request form. There is a 14-day lead time for requests.

Publicity, Signs and Flyers
All signs, posters, and fliers must be approved by the Office of Student Activities. Posting Guidelines will help determine if your student organization’s sign/flyer/poster or banner is ready for approval.

ADDITIONAL INFORMATION FOR EXTERNAL CLIENTELE
External clientele requesting space are required to:
1. Request space using our online scheduling process
   a. Email copy of Non-profit Status Letter if applicable
2. Sign a Facilities Use Agreement
3. Pay usage fee and additional support services fee, if required
4. Provide to the Office of Venue Reservations a certificate of insurance evidencing insurance coverage as indicated in the Facilities Use Agreement.
Facility Usage Fee
The KEW Conference Center usage fees are:
- $850 for Rooms 117-118-124 for 4 hours and $100 for each additional hour
- $600 for Room 117 or Rooms 118 & 124 for 4 hours and $100 for each additional hour
- $200 for Room 118 or 124 for 4 hours and $100 for each additional hour
- $350 for Decorating Ballroom Day before Event (for rooms 117, 118 & 124 only)
- $150 for Room 107 for 4 hours and $25 for each additional hour
- $80 for Room 114A for 4 hours and $15 for each additional hour
- $100 for Room 130 for 4 hours and $20 for each additional hour

Equipment Rental Fees
- First 2 microphones: no cost
- Three – five microphones: $100
- Projector: $50
- Riser: $50
  - With skirt: $75
- Stage less than or equal to 16x12: $250
  - With Skirting: $300
- Stage larger than 16x12: $400
  - With Skirting: $475

Personnel
Event Custodian: $45 per hour per custodian
Sound Technician (internal): $25 per hour
Sound Technician (external): cost will vary

Security
ECSU Police Department is the only authorized security provider for the campus. Please contact ECSUPD at (252) 335-3266 for a quote.

Insurance
Questions regarding insurance for external groups should be addressed to the Office of Venue Reservations at (252) 335-2359.