

Health Services 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 Health Services?

Office of Venue Reservations is responsible for processing all community events in these facilities. Health Services is responsible for all internal requests.

Who can Request an Event in the Health Services?

The primary use of Health Services facilities is to host wellness & intramural events and student extracurricular activities. Community individuals, faculty, and staff may reserve the facility. It is the responsibility of the Student Engagement to maintain that University curriculum requirements and the specific needs of faculty, staff, and student take priority. 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 faculty and staff is 14 days with an allowable max of 365 days in the future for requests.

Upon receipt of a request, Health Services will...

- Send an email acknowledgement from admin@aais.com that your event request (faculty, staff, and students) 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 Health Services.

A reservation does not provide event support services such as additional A/V equipment, catering, extra custodial support, or security. The items are examples of extra services that may be arranged on a fee-for-service basis. The contact is responsible for the planning and coordination of all event-related arrangements. Under no circumstances is furniture or other property to be removed. The sponsor is responsible for any extra cleanup fees or damages to the facility incurred during the course of 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 organization to additional charges and/or restriction of space usage privileges.

Expectations

All users are expected to leave the facility in good order. Users are also expected to take extra care so that no damage is done to the equipment and that the facility is returned as it was found.

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 in restriction of space usage privileges until made.**

After-Hours Service and Excessive/Late Hours Cleaning

Events on weekends and after 5:00 p.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.

Custodial and Setup/Teardown Fees

There may be additional fees associated with setup/teardown. Faculty, staff, and students must submit a Work Request through Facilities Management.

Swimming Pool

Rental does not include lifeguards, security, or housekeeping. It is the responsibility of renter to pay the cost of a certified lifeguards during the entire rental period. An ECSU employee must be on premises at the start of the event to verify lifeguards are available to supervise the event.

Due to liability concerns access to the pool will not be provided by facilities or housekeeping. University Police will only provide access if prearranged prior to the event.

Renters must use soft weights while diving. No hard weight belts are allowed in the pool to prevent damage to tile.

Available Equipment

Contact 252-335-3829

Food Service/Catering

Catering companies must provide required documents to the Office of Venue Reservations. Contact at cro@ecsuh.edu.

Alcohol

Community request for alcohol is prohibited. ESCU sponsored events must follow the ECSU Alcohol policy and have approval from the Office of the Chancellor.

Smoking

Smoking is not allowed in the Ridley Student 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.

Facilities Usage Fees (full day is > 5hours)

- The Softball Field usage fee is \$125 for external, for-profit users and \$75 for non-profit users up to 4 hours.
- The Williams Hall Gym usage fee up to 8 hours is \$500 for external, for-profit users and \$250 for non-profit users. Usage fee up to 4 hours is \$250 for external, for-profit users and \$175 for non-profit users
- Bowling Center usage fee up to 2 hours is \$150 for lanes, \$150 for social room, and \$150 for game room for external, for-profit users, and \$100 for lanes, \$100 for social room and \$100 for game room for non-profit users. Each additional hour- \$75 for external, for-profit users and \$50 for non-profit users.
- Outdoor Recreation Field usage fee is \$500 up to 8hours, \$250 up to 4 hours for-profit users and \$250 up to 8 hours, \$175 up to 4 hours for non-profit users
- RLVC Swimming Pool usage fee is \$650 full day or \$100 hourly for external for-profit users and \$325 full day or \$50 hourly for non-profit users. ECSU affiliated organizations usage fee is \$485 full day or \$75 hourly
- Wellness Center Racquetball courts usage fee is \$25 per hour per court

These do not include equipment rental fees.

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.