Walter N & Henrietta B. Ridley Student 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 Ridley Student Center?
The Office of Venue Reservations is responsible for processing all community events after approval from Student Engagement. Student Engagement is responsible for all internal event requests.

Who can Request an Event in the Ridley Student Center?
The primary use of the Ridley Student Center is for student extracurricular activities. Community individuals, faulty, 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 265 days in the future for requests.

Upon receipt of a request, Student Engagement

- Send an email acknowledgment 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 an 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 for 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 Student Engagement Office.

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 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 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.

**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.

**Facilities Information**
The Ridley Student Center houses the ECSU Viking Den. Request access to this area must be through the Auxiliary Services.

**Stage Size**
The stage is approximately 7.5 feet x 16 feet.

**A/V Equipment**
Ridley Student Center has the following items available for use:
- PA System
- Microphones

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

**Alcohol**
Alcohol is not allowed for community rentals.

**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 flyers 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

As outlined in the ECSU Handbook of Operations, the Ridley Student Center is designated as a “Special Use Facility” by the Chancellor and is available for public use. There is a minimum of 14-days in advance. Requests are completed during current semester.

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 Ridley Student Center usage fees are:
- $500 for Rooms 216, 218, & 220 for 4 hours and $50 for each additional hour
- $75 for Room 220 for 4 hours and $30 for each additional hour
- $350 the Auditorium for 4 hours and $50 for each additional hour
- $300 for the Stage Area for 4 hours and $50 for each additional hour

Security
The number of officers will be determined by the event.

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