Kermit E. White Conference 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 particular area.

Who Schedules the Events in the K.E. White Conference Center?
Venue Reservation Office coordinates the events in the ballroom, boardroom and conference rooms.

Who can Request an Event in the K.E. White Conference Center?
The primary use of the K.E. White Conference Center is 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 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, the Venue Reservation Office will send an email acknowledgment that your event request has been received. This acknowledgment is not a confirmation.

- If your request is denied, you will receive email notification stating the reason your event was declined.
- If your request is scheduled, you will receive a confirmation email. This confirmation can be used to document the approved use of the room. Room requests are not approved until the confirmation is issued. cro@ecsu.edu.

Emergency Closure
If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered canceled.

Events will not be scheduled on official University holidays.

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 Venue Reservation Office.
A reservation does not provide event support services such as additional A/V equipment, catering, extra custodial support, or security. These 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 from the room or removed from other rooms. 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 that no damage is done to the equipment and that the room 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.

**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 contact at (252) 335-XXXX.

**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
- Screen
- PA System
- Microphones
- CD Player

**Custodial and Setup/Teardown Fees**

Setup of tables, chairs and stage is provided by the FM. Any use of hallways should not restrict access or interfere with any other areas.
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  
ECSU Smoking policy.

Campus Carry Policy  
For Elizabeth City State Universities carry policy please contact University Police at (252) 335-3266

ADDITIONAL INFORMATION FOR STUDENT ORGANIZATIONS

Student Organization Reservations  
Only registered student organizations are allowed to request space on campus. Please refer to the Student Organization Guidelines for additional details. To request the use of the G.R. Little Theatre your Faculty Advisor must submit a request to cro@ecsu.edu. There is a 14-day lead time for requests.

Porter Service and Excessive/Late Hours Cleaning  
Events involving late hours cleaning will result in extra charges. Extraordinary cleanup, or any damages incurred from event usage, will be billed to the individual student organization. The organization will also be referred to Office of Student Activities for possible disciplinary action. The Central Reservations Office reserves the right to refuse future use of these venues.

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

External Clientele Reservations  
As outlined in the ECSU Handbook of Operations, Athletic Fields and Facilities are designated as a “Special Use Facility” by the Chancellor and is available for public use. There is a minimum of 14-days in advance and an allowable max of 365-days in the future for external clientele requests.

External clientele requesting space are required to:
1.  Request space using our online scheduling process
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.

Upon receipt of a request, you will receive a notice your request was received. This does not mean your event is confirmed scheduled. When event is scheduled, you will receive an “Event Summary” email which will have further instructions. Event is on a Temporary Hold.
- If your request is denied, you will receive email notification stating the reason your event was declined.

A Facilities Use Agreement will be created and sent to the event contact for review. As soon as the agreement has been executed by both parties, the event status will be change from temporary hold to “confirmed” and an email confirmation will be sent to the event contact.

**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
- $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

These do not include any after-hours support services (porter services are mandatory).

**Porter Service and Excessive/Late Hours Cleaning**
Extraordinary cleanup, or any damages incurred from event usage, will be billed accordingly.

**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 or 3478.