



210 Hendrix Student Center Office: 864-656-4636
Fax: 864-656-6119 Email: reserve@clemsun.edu

To be completed by Reservation Staff:
Request #: _____
Date: _____
Received by: _____
Routed to (EPIC): _____
Signature _____ Diagram/Map _____
Deposit \$ _____
Confirmation Date: _____
Mobile/Union _____ HSC _____

Facility and Event Reservation Request Form
Recognized Student Organizations & other student groups

Customer Information

*Indicates required fields

- *Event Date(s) MM/DD/YY: _____
*Event Name: _____
*Start Time: _____ (AM/PM) *Earliest Access Time: _____ (AM/PM)
*End Time: _____ (AM/PM) *Latest Access Time: _____ (AM/PM)
*Full Name of Organization: _____
*Customer Type: _____ Recognized Undergraduate Student Org _____ Recognized Graduate Student Org
*Event Contact Name: _____
*Event Contact Phone: _____ *Event Contact Email: _____
*Advisor Name: _____
*Advisor Phone: _____ *Advisor Email: _____

Please complete the following contact information as applicable

- *Financially Responsible Party: _____
Phone: _____ Email: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Department Head: _____
Phone: _____ Email: _____

If you are collaborating with a CU or Non-CU organization or entity, please list the organization representative here:

*Estimated Attendance: _____
*Attendance Includes: (check all that apply) _____ CU Students _____ CU Faculty/Staff _____ Other
*Scope/Summary of the Event: (event type, purpose, intended audience, etc.)
[Large empty box for event details]

PRE-SET ROOMS/SPACES

Use this box ONLY if your event does not require any set up or equipment beyond what is listed below:

Please note that room confirmations will be based on availability and your prompt submission of all required items. Please read the "Facility Reservation and Usage Policy" for more information about booking. Pre-Set Space requests require a minimum of 48 HOURS prior to the event date.

<input type="checkbox"/>	HSC: 212 Conference (includes 1 table and 14 chairs)	<input type="checkbox"/>	Union: Student Org Conference Room (includes 1 table and 10 chairs)	<input type="checkbox"/>	Union: Loggia (includes 1 table and 2 chairs)
<input type="checkbox"/>	HSC: Media Conference Room (includes 1 table and 14 chairs)	<input type="checkbox"/>	Union: Student Senate Chambers (includes 95 classroom style seats)	<input type="checkbox"/>	# of loggia spaces requested (1-4)

If a pre-set room is selected in this box, please move to the Event Summary section on page 3.

PREFERRED VENUE (Recognized Student Organizations only)

Indicate your preferred venue below. Please note room confirmations will be based on availability and your prompt submission of all required items. Please read the "Facility Reservation and Usage Policy" for more information about booking. All other spaces not listed may be specified below and reviewed with consent of the authorized designee for that space.

HENDRIX STUDENT CENTER (HSC) SPACES

HSC Ballroom A	HSC Meeting Room A	HSC Balcony
HSC Ballroom B	HSC Meeting Room B	McKissick Theater
Durham Hallway	Media Conference Room	McKissick Registration Space
David Peebles	HSC Registration Space	HSC Atrium
212 Conference Room		

EDGAR BROWN UNION

Palmetto Ballroom	Loggia	Student Organizations Conference Room
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MEMORIAL AUDITORIUM (AT TILLMAN HALL)

_____ Memorial Auditorium (at Tillman Hall)

OUTDOOR AND MOBILE SPACES*

<u>Memorial Auditorium (at Tillman Hall)</u>	<u>Hendrix Outdoor</u>	<u>Other Outdoor</u>
Gantt Circle	Hendrix Lawn	Carillon Gardens
Military Heritage Plaza	Breezeway Plaza	Outdoor Theater
	Lawn Plaza	President's Rotunda
<u>Union Outdoor</u>	HSC Breezeway	North Green
Cox Plaza		Scroll of Honor**
Union Courtyard (Ground)		Bowman Field**
Union Plaza (5th floor)		

OTHER SPACES (Other areas requiring additional approval)

Name of Requested Space _____

RAIN PLAN

Please check one of the following and fill out the line if applicable.
(Rain locations require non-refundable fees. See RAIN LOCATION on Page 6 for associated fees and procedures)

___ Rain Date: _____ ___ Cancel Event

___ Rain Location: (requires non-refundable fees) _____

* Rain dates and/or locations are not required but are recommended. See RAIN DATES AND RAIN LOCATION on PAGE 6.
** Bowman Field and Scroll of Honor use is restricted meet specific standards. You will be contacted regarding the request.

EQUIPMENT/FURNITURE NEEDS (Recognized Student Organizations only)

Set-up Request: Please enter an amount in the box next to the items/equipment you are requesting. A diagram reflecting set-up/layout is required. All equipment must be reserved through Campus Activities & Events.**

_____ Initial here if NO set-up/equipment is being requested.

Furniture:

- _____ Chairs
- _____ 6 foot tables
- _____ 8 foot tables
- _____ Cocktail tables
- _____ Round tables
- _____ 6 foot seminar tables
- _____ 8 foot seminar tables
- _____ Podium

Sound:

- _____ Basic Sound (2 inputs)
- _____ Wired mics
- _____ Wireless mics
- _____ Podium mics
- _____ Monitor
- _____ CD Player

Visual/Lighting:

- _____ LCD projector
- _____ Screen
- _____ Easels
- _____ Dry erase board
- _____ DVD player
- _____ Laptop
- _____ TV
- _____ Concert lights*
- _____ Light trees*
- _____ Light towers*
- _____ Up-lighting*

Other:

- _____ Laptop connection
- _____ Mobile device connection
- _____ Portable staging 4x8
- _____ Dance floor*
- _____ Trash cans
- _____ Recycling bins
- _____ Barricade
- _____ Tents
- _____ Pipe & Drape
- _____ Stanchions
- _____ Two-way radios
- _____ Security
- _____ Power box

* Some items may not be available in all spaces and may require additional charges/fees for third party vendors. Refer to PAGE 7 for billing details.

** For liability, image and consistency purposes, only furniture and equipment reserved through Campus Activities & Events can be set up in Campus Activities & Events venues and spaces. No outside furniture or equipment is allowed unless approved by Campus Activities & Events staff before the reservation is confirmed (only granted for special circumstances).

Event Summary

Is there a guest speaker/performer? _____ Yes _____ No

Name of speaker/performer: _____

Is there a contract with this performer? _____ Yes _____ No

Is there a rider associated with this performer? _____ Yes _____ No

Technical Contact Name: _____

Technical Contact Phone: _____ Technical Contact Email: _____

Will merchandise be sold at this event? _____ Yes _____ No

If yes, describe items to be sold:

Will a movie or other copyrighted material be shown? _____ Yes _____ No

Has this event been produced by your group in the past? _____ Yes _____ No

May Campus Activities & Events include your event on digital media and other marketing outlets?

_____ Yes _____ No

SPECIAL REQUEST AND ADDITIONAL APPROVALS (Recognized Student Organizations only)

EVENTS WITH FOOD (See PAGE 9 for related policies)

Will food/refreshments be sold, prepared, distributed or consumed at the event? ____ Yes ____ No

If yes, please describe:

Please check those that apply. Note that these requests may take 2-3 weeks. Email approvals from person/s listed may be accepted in lieu of signature.

Event with catering needs	CU Dining Services Rick Patton 656-1033	Date Approval Recieved
Events requiring waiver to bring outside food. *Only granted under special circumstances.	Campus Activities & Events Cecilia Vazquez See Desk	Date Approval Recieved

Please check those that apply. Note that these requests may take 2-3 weeks. Email approvals from person/s listed may be accepted in lieu of signature.

Events requiring a ticket or admission fee	Campus Activities & Events Cecila Vazquez See Desk	Signature- Cecilia Vazquez	Date
Social event open to Non-affiliated public	CU Police Department Cpt. Brad Rhodes 656-5260 br@clemson.edu	Signature- CUPD	Date
Attendance expected over 200			
Charging Admission			
Hours extend past 11pm			
T-shirt sales with athletic themes and/or connected to Homecoming or First Friday	Central Spirit Josh Barnes 656-6252	Signature- Josh Barnes	Date
Event on landscaped area	Facilities Tommy Fallaw 656-4229	Signature- Tommy Fallaw	Date
Use of tiger paw/ official University mark	Athletics Tim Match 656-2911	Signature- Tim Match	Date
Event with open flame or fire hazarch such as electric heater	CU Fire Department Kevin Christenbury 656-2323	Signature- Kevin Christenbury	Date
Event involving minors (under 18 years of age)	Pre-Collegiate Office Greg Linke 656-5716	Signature- Greg Linke	Date
Representative for OTHER SPACE if reservation is not in CA&E space	Varies by space	Signature	Date

Reservation and Usage Policy

The department of Campus Activities & Events strives to create environments that enhance the quality of life on our campus. Campus Activities & Events venues serve as important gathering places for students, faculty and staff as well as visitors. We are proud to employ Clemson University students to manage events and provide excellent service for our guests and we look forward to serving you! Questions, concerns and suggestions are always welcome at 864-656-4636.

RESERVATION PROCEDURE

Completing a Reservation Request Form begins your event review process with our staff. Once we have received all necessary information from you, we will determine if we can accommodate the event based on timing, staffing, and technical needs. Reservation requests are accepted on a first-come, first-serve basis up to one year in advance to avoid conflicts with previously requested events. While a minimum of **48 hours** is required to place a request for a Pre-Set Space, **at least two weeks' notice is required for other events.**

You may submit a request by visiting the Campus Activities & Events' Hub in the Hendrix Student Center on the second floor during our normal business hours. Fully completed Reservations Request Forms (including any set-up and technical needs) may be submitted during business hours Monday-Friday from 8am to 6pm (subject to change during University holidays and breaks) at the Hendrix Student Center Guest Services Desk Hub, emailed to reserve@clemson.edu, faxed to 864-656-6119, or on-line via Virtual EMS <http://www.clemson.edu/virtualems/>.

Incomplete Reservation Request Forms **WILL NOT BE PROCESSED** and will be returned via email to the email listed on the form. Student groups not in Recognized Student Organizations are limited to reserving **PRE-SET SPACES** only, up to 14 days in advance.

Student Organizations whose recognition is undergoing review for any reason, will be considered non-affiliated until the formal recognition or re-recognition is complete.

Please refer to the "Billing for RSO" on PAGE 7 for billing information.

- Student groups not in Recognized Student Organizations are allowed to submit Reservation Request Forms for **PRE-SET SPACES** only, up to 14 days in advance, and a minimum of **48 HOURS** prior to the event date.
- Pre-Set Space Reservation Request Forms must be submitted a minimum of **48 HOURS** prior to the event date.
- Other events that require additional equipment, personnel, or technical needs require a Reservation Request Form be submitted at a minimum of **TWO WEEKS**.

Campus Activities & Events WILL NOT hold a space if the necessary documents/forms are not received in the appropriate time frame outlined below:

- For reservations requests placed 3 weeks to 1 year in advance of the event date, a signed reservation request form, related set-up diagrams and any signatures (see page 4) are required **TWO WEEKS** before your event date in order to avoid the cancellation of your reservation request.
- In the event that Campus Activities & Events' staff can accommodate and approve an event within **TWO WEEKS**, a signed reservation request form, related set-up diagrams and any signatures (see PAGE 4) are due immediately upon approval in order for the reservation to take place.

The contact person listed on this form must be a current Clemson University student and agrees to: 1) be our sole contact for all event-related questions 2) to be available in person from the arrival time noted above until the very end of the event.

CONFIRMATIONS

A reservation request is considered confirmed only when you receive an email that notes a "confirmed" status along with your reservation number. Prior to that time, your reservation will remain a **REQUEST** as we verify availability, review equipment and staffing needs, and wait for the responsible party to return any necessary forms and/or signatures. Once the event is confirmed it is considered a binding agreement.

If you disagree with any information outlined on your **CONFIRMATION**, you must respond via email to reserve@clemson.edu to discuss with a manager within two business days from the date of the confirmation email. Changes to the confirmation after this time may not be able to be honored.

Reservation and Usage Policy (cont.)

BLOCK BOOKINGS

Recognized Student Organizations who have reoccurring meetings may request block bookings (subject to availability) each academic year by submitting a Block Booking Reservation Request as follows:

- Beginning on NOVEMBER 1st for bookings in the Fall Semester (July - December) of the next academic year.
- Beginning on MARCH 1st for bookings in the Spring Semester (January - June) of the next academic year.

FACILITY USE POLICY

Groups may use any space in accordance with the Facility Use Policy that can be found at:
<http://www.clemson.edu/administration/student-affairs/cae/facilityuse/>

Campus Activities & Events reserves the right to enforce the Facility Use Policy, collect damage fees, or ask a group without a reservation to leave the facility if an event is in conflict with another reservation group. Non-affiliated groups using any area without a confirmed reservant may be subject to eviction, fines, and referral to the appropriate disciplinary body.

CANCELLATION/NO SHOW POLICY

A reservation eliminates the opportunity for other groups to use the facility; therefore, penalties will be enforced for groups who do not adhere to this policy. Campus Activities & Events recognizes there are circumstances where cancellation becomes necessary through no fault of the organizing party.

- A Reservation Request must be canceled in writing or via email **AT LEAST TWO WEEKS** before the event date unless specified in writing by a Campus Activities & Events event coordinator. Any cancellations within two weeks will be charged a \$50 "Late Cancellation Fee". Repeat occurrences may lead to the requesting organization being put on Reservations Alert which can lead to losing future reservation privileges.
- In order to maintain an adequate level of inventory and serve as many students as possible, we ask that requested equipment be canceled in writing or via email **AT LEAST ONE WEEK** before the event date unless specified by a Campus Activities & Events event coordinator.
- Organizations/groups who fail to show up for their reservation will be charged a \$50 "No Show Fee" and any additional costs incurred by the facility to set/strike the event. Repeat occurrences may result in the requesting organization being put on Reservations Alert which can lead to losing future reservation privileges.

RAIN PLAN

All clients who are hosting an outdoor event are encouraged to plan an alternate date and/or alternate venue in case inclement weather impacts the preferred date/location. Clients should work with an event coordinator or reservation specialist regarding the inclement weather plan specific to their event. SEE PAGE 2 to select a rain plan.

- If **RAIN LOCATION** in an alternate CA&E venue is selected, a \$50 non-refundable fee will apply and will be due at the time the reservation request is placed.
- A **RAIN LOCATION** request will not be accepted without a diagram for the location.
- CA&E staff reserves the right to change/cancel any equipment that could potentially be harmed by rain, or that can harm a landscaped surface (grass) after a period of rain.
- Best efforts will be made to ensure that reservations/events moved indoors are successful, in accordance with safety regulations.
- Changes may be made to the event by CA&E due to occupancy, inventory and staffing limitations.
- If **RAIN DATE** in a CA&E venue is selected, no "late cancellation" fee will be incurred for the original requested date.
- If **CANCEL** is selected as the rain plan, CA&E will not charge client for space, "late cancellation", or equipment in CA&E inventory. Third party vendor equipment and staffing may be invoiced at the discretion of the vendor.

CHANGE OF LOCATION/RIGHT OF REFUSAL

Campus Activities & Events reserves the right to not process a request or cancel a reservation in the event there is a facility, health, or safety issue. Campus Activities & Events reserves the right to make necessary changes in room/area locations as needed to accommodate the needs of the operation. Every effort will be made to give ample notice of any changes.

Reservation and Usage Policy (cont.)

BILLING FOR RECOGNIZED STUDENT ORGANIZATIONS (RSOs)

In an effort to make reservable spaces more available, appealing and accessible to Clemson University students, the following revisions have been made to the Campus Activities & Events (CA&E) billing rates: **BASIC EVENT SERVICES PROVIDED AT NO CHARGE TO RSO's. SEE EXCEPTIONS IN OUTDOOR, MAJOR AND SPECIAL EVENT BELOW.**

HENDRIX STUDENT CENTER and PALMETTO BALLROOM

- | | | |
|--------------------------|----------------------------------|-----------------------|
| • Space rental | • 1 Dry erase/flip chart stand | • 1 Projection screen |
| • Tables in inventory | • 1 Laptop for LCD connection | • 2 Easels |
| • Chairs in inventory | • Staffing during building hours | • 1 Podium |
| • House sound w/2 inputs | | • 1 4x8 stage |
| • 1 LCD projector | | |

MEMORIAL AUDITORIUM (at Tillman Hall)

- | | | |
|--------------------------|---|--------------------------------|
| • Space rental | • 1 Laptop for LCD connection | • 1 Projection screen |
| • Tables in inventory | • 1 LCD projector | • 2 Easels |
| • Chairs in inventory | • 2 staff x 4 hrs including set-up, tear down and event staff | • 1 Podium |
| • House sound w/4 inputs | | • 1 Dry erase/flip chart stand |

OUTDOOR and NON CA&E VENUES

- | | | |
|-----------------------------|---------------------------------|-----------------------------------|
| • Space rental | • Max of 10 chairs in inventory | • Basic portable sound (2 inputs) |
| • 4 hours of total staffing | • Max of 5 tables in inventory | |

ADDITIONAL NOTES

- All equipment requests must not exceed capacities set by fire code.
- RSOs will not be charged for equipment as noted above, provided that the equipment is in inventory and does not require a designated technician.
- CA&E reserves the right to set the appropriate level of staffing in order to ensure a high level of guest services and safety.
- Standard billing rates and/or actual rental rates will be charged for anything not listed above and/or not in inventory.
- If an event requires costs to be billed to CA&E, such as event security or CUPD, those charges will be billed to the RSO at cost.
- A deposit may be required in order to secure services and/or inventory from event partners or third-party vendors.

OUTDOOR, MAJOR, AND SPECIAL EVENTS

CA&E reserves the right to evaluate reservations and designate them as "Special Event" or "Major Event". This may apply to reservations that are complex, have contracted speakers/performers, have bands with multiple instrument/vocal needs, require extensive or specialized staffing, require specialty equipment, and/or for safety and security reasons.

- "Special Events", "Major Events" and Outdoor Events that require more than the basic event services stated above will be billed according the standard billing rates for additional equipment and staffing.
- Reservations that are confirmed within 2 weeks of the reservation date or that require extensive changes within 2 weeks of the reservation date may be designated "Special Event" as they require altering set inventory and staff schedules.
- MOVIES: United States Copyright Laws apply to any movie shown, and you will need to purchase the appropriate

FRONTING

The event contact listed on PAGE 1 is considered the responsible party for the reservation and must plan and **be present** at the event. A student organization or other student group may not "front" for another group for the purpose of gaining access to a space, and/or receiving free or reduced fees. For example, a recognized student organization or other student group may not reserve a space or equipment on behalf of a non-affiliated entity or university department. If a reservation or event is determined to be a front for a CU department or outside entity, the Recognized Student Organization (RSO) will be charged billing rates accordingly and will lose reservation privileges. RSO's collaborating with CU departments and/or outside entities may be reviewed by CA&E Reservations Manager before a Reservation Request will be confirmed.

Reservation and Usage Policy (cont.)

INVOICES AND BILLING

If you disagree with any information outlined on your INVOICE, you must respond via email to reserve@clemsun.edu to discuss with a business manager within two business days from the date of the INVOICE email. Changes to the INVOICE after this time may not be able to be honored.

- A deposit may be required in order to secure inventory from event partners or third-party vendors.
- Invoice payments will be due within 30 days of the invoice date. Any deposit/payment will be applied and the financially responsible party will receive an invoice for the balance due following the event. Recognized student organizations can pay via IDO, non-University credit card, cash or personal checks. Payments are to be sent or delivered (during business hours) to CLEMSON UNIVERSITY, CAMPUS ACTIVITIES & EVENTS, 203 Hendrix Student Center Clemson, SC, 29634. If you have any questions about your invoice or how to make a payment, please email a reservations manager at reserve@clemsun.edu. Credit card payments can be made online by following the link on your invoice.
- Groups who have a past due balance will lose their reservation privileges until all fees are paid.

STAFF CHARGES

- All groups are required to pay for after-hours staff charges for events that require set-up or break-down outside of our normal operational hours.
- Staff charges may also apply if the event requires professional technicians, stage hands, and/or special services. Special services may include parking attendants, police, EMS, or guest service representatives.
- Campus Activities & Events reserves the right to adjust staffing levels to ensure the safety of all patrons and provide for excellent guest services.
- Trained student volunteers provided by RSO's may be used in some circumstances with approval from Campus Activities & Events staff.

CLEANING CHARGES

- All trash should be left in approved receptacles. Approved supplies and equipment brought to the venue by the client must be removed at the completion of the event.
- RSOs and groups may be charged for cleaning arrangements if the event/reservation extends beyond 11pm (hours subject to change during school breaks), in the event that damage occurs within the facility, or if excessive trash constitutes extra cleaning efforts to return facility to normal condition.
- Campus Activities & Events will assess the need for additional cleaning and will invoice accordingly.

DAMAGES

Customers are responsible for cost of repair of any damages incurred to the venue or Campus Activities & Events' equipment during the course of the reservation.

SECURITY

- CU Police Department will be notified of all events scheduled through Campus Activities & Events. Campus Activities & Events and the CU Police Department will determine the security staffing needs. CUPD or a third party security company may be required for large events, events open to public, events featuring celebrity speakers, or performers, or events after hours. Customer is required to pay the cost associated with providing security and appropriate event staffing.
- If applicable, Campus Activities & Events management will determine the number of trained event and technical staff needed. Any approved volunteers may be required to attend training or briefing as needed.
- Campus Activities & Events management will determine the need for EMS/Fire staffing based on the event. Any cost associated with required Fire/EMS staffing will be the responsibility of the client.
- Campus Activities & Events management may require wand and/or bag checks at point of entry.
- Groups featuring non-affiliated speakers, performers, artists, etc. will need to ask for proof of liability insurance to the satisfaction of the university risk management based on the nature of the event and to name Clemson University as additional insured. University departments and recognized student organizations are covered by the university's general policy. Any additional insurance required will be at client expense.

Reservation and Usage Policy (cont.)

OTHER ITEMS AVAILABLE

We are here to help you find whatever you need to make your event a success. We can help you work within your budget to arrange pipe and drape, barricade, centerpieces, props, decor, entertainment, directional and promotional signage, marketing, specialty linens, ticket stock, etc. We can provide billing consolidation and event coordination. A cost worksheet outlining all external costs must be agreed to prior to confirmation.

GUEST CODE OF CONDUCT/RESPONSIBILITIES

The person who signs this form assumes responsibility for the actions of the organization and the guests attending the event. The group representative accepts responsibility for ensuring that all university and facility rules and regulations are followed. A spirit of camaraderie for our Clemson family and respect for all people are expected in our facilities as we strive to create diverse and vibrant environments.

ARRIVAL TO EVENT

Please note that our event management software does not allow errors such as double-booked events. However, if you arrive and someone is in your space, **please confirm that you have arrived for your event at the time you specified** and the time listed on your confirmation from our office. If you have arrived at the time specified, please notify a Campus Activities & Events staff member by calling the number listed on your reservation confirmation and we will be happy to assist you.

FOOD/BEVERAGE/LINEN SERVICE

CU Dining Services is the exclusive food service provider for Clemson University. CU Dining Services provides full-service catering options as well as basic linen service as requested. All events serving food and/or beverages must be approved by Campus Activities & Events and CU Dining Services before food and/or beverages can be served, sold, or handed out. In the event that food items are donated to a group or organization for an event, Campus Activities & Events and CU Dining Services must still approve all items to make sure it is in compliance with DHEC and university policies.

ALCOHOL SERVICE

Request for Alcohol requires a separate form that must be approved by the requesting group's Advisor and VP, the VP of Student Affairs, and CUPD. CU Dining Services is the exclusive provider and server of alcohol for Clemson University. Please note that this process may take 2-3 weeks.

DECORATIONS

Only free standing decorations or table decorations are allowed. Hanging or taping materials from ceiling, posts or walls is prohibited. All props or decor must be removed from the area immediately after the event. Any items left at the facility must have advance approval from the facility manager. Proper disposal into trash containers behind the facility loading dock is required. Helium balloons are permitted only in the Hendrix Student Center ballrooms and meeting rooms, not in open areas where they may escape into the atriums. Helium tanks must be on proper transport dollies. Flyers, posters and handbills must be approved before posting and may not be taped to any surface of the venue. Banners and approved signage may be hung by Campus Activities & Events staff. Open flames, candles, glitter and/or confetti are not allowed.

AMPLIFIED SOUND

Noise restrictions are in effect Monday through Thursday until 9:00PM and until Friday 4:30PM across campus. There are no restrictions on Saturday and Sunday. Any use of amplified sound for any event at any time needs to be approved so that we can make sure all reservations are compatible. Campus Activities & Events management reserves the right to ask the client to reduce the volume of any event that could conflict with nearby events and/or University activities.

Reservation and Usage Policy (cont.)

GENERAL RESERVATION/EVENT RULES

- The following items are prohibited unless written authorization is provided: outside food and beverages for events, alcohol, glass containers, coolers, illegal drugs, fireworks, explosives, aerosol cans, glitter, and candles.
- The use of video, recording equipment, and cameras are permitted at the discretion of the client.
- No doorway or exit blocked for any reason.
- Sprinkler heads cannot be covered.
- No animals are allowed inside the venue(s) except for service animals permitted through the Americans with Disabilities Act or if through a separate request. If animals are integral to the nature of your event, please notify your CA&E event coordinator who will assist you in obtaining necessary approvals.
- No open flame is allowed without CU Fire Department approval.
- Stickers, tape and adhesive backed decals are not to be used or distributed.
- No tape or wires of any kind is/are to be used on walls, columns, posts, or doors. There shall be no anchoring devices placed in the asphalt/cement/wall surfaces anywhere around the facility. Tent stakes on the lawn will be permitted upon approval. Nothing is to be attached in any way to the building. Any banners, posters, fliers, and/or signage must be approved by Campus Activities & Events management.
- Please note that Campus Activities & Events' spaces are monitored by video surveillance.
- Clemson University is a TOBACCO FREE environment.

I certify that I reviewed the **Reservation and Usage Policy** and agree to comply with the guideline, as well as those of Clemson University's **Facility Use Policy** (below), the **Student Code of Conduct**, and other university policies as applicable. Failure to obtain necessary approvals, provide necessary event information, or follow policy could result in the cancellation of the event up to 2 weeks in advance of event date.

I understand that in signing this I assume responsibility for my organization while using the facility, and I further certify that I am authorized to obligate my organization to any financial costs for this event.

Facility Use Policy: <https://www.clemson.edu/campus-life/activities-events/venues/facilityuse.html>

SIGNATURE OF EVENT
CONTACT LISTED ON
PAGE 1

PRINT NAME

DATE SIGNED

Submit your form by clicking the submit button below. Save a copy of this form for your records.

Tillman Auditorium					
Billing Rates FY 2018					
Venue	Unit	RSO & Non-Auxiliary Depts.	University Auxilliary Dept.	Non-University	Non-University Non-Profit
Military Heritage Plaza	per event	n/a	\$75.00	\$125.00	n/a
Tilman Auditorium	per event	\$150.00	\$500.00	\$700.00	\$500.00
Labor	Unit	RSO	University Dept	Non-University	
Box Office - ticketing service	per event	Variable	Variable	Variable	
Change Over	per per/per	\$12.00	\$12.00	\$14.00	
Contract Event Staff	per event	Variable	Variable	Variable	
Custodial/Cleachning	per event	Variable	Variable	Variable	
Electrician	per event	Variable	Variable	Variable	
Event Services	per event	Variable	Variable	Variable	
Guest Services	per per/per	\$12.00	\$12.00	\$14.00	
Landscaping	per event	Variable	Variable	Variable	
Marketing Team	per event	Variable	Variable	Variable	
Parking Attendants	per event	Variable	Variable	Variable	
Production Manager	per per/per	\$20.00	\$20.00	\$25.00	
Runners	per per/per	\$12.00	\$12.00	\$14.00	
Security	per event	Variable	Variable	Variable	
Stage Hands	per per/per	\$12.00	\$12.00	\$14.00	
Technical Operators	per event	Variable	Variable	Variable	
Ticket Takers	per per/per	\$12.00	\$12.00	\$14.00	
Ushers	per per/per	\$12.00	\$12.00	\$14.00	
Furniture/ Equipment	Unit	RSO	University Dept	Non-University	
Bike Racks- 6' Sections	each	\$20.00	\$20.00	\$20.00	
Bike Racks- 8' Sections	each	\$17.00	\$17.00	\$17.00	
Chairs- In house*	each	\$0.85	\$1.00	\$1.75	
Chairs- 3rd Party	each	Variable	Variable	Variable	
Cleaning Fee	per event	Variable	Variable	Variable	
Concert Lights in House	per event	\$150.00	\$150.00	\$150.00	
Concert Sound	per event	Variable	Variable	Variable	
Damage fee	per event	Variable	Variable	Variable	
Dance Floor (1-25 sections)	3x3 each	Variable	Variable	Variable	
Dry Erase/ Flip Chart Stand*	each	\$20.00	\$20.00	\$20.00	
DVD	each	\$10.00	\$10.00	\$10.00	
Easel*	each	\$5.00	\$5.00	\$5.00	
Entertainment	per event	Variable	Variable	Variable	
Equipment Rental	per event	Variable	Variable	Variable	
Flip Chart Pad	each	\$25.00	\$25.00	\$25.00	
Furniture Rental	per event	Variable	Variable	Variable	
House Sound*	per event	\$100.00	\$100.00	\$100.00	
House Sound- 2nd use	per event	\$50.00	\$50.00	\$50.00	
Keyboard in House (Electric)	each	\$55.00	\$55.00	\$55.00	

Late Cancellation Fee	per event	\$100.00	\$100.00	\$100.00	
LCD Projector- Indoor*	each	\$50.00	\$50.00	\$90.00	
LCD Projector- Indoor- 2nd viewing	each	\$25.00	\$25.00	\$25.00	
LCD Projector- Outdoor	each	Variable	Variable	Variable	
Light Towers	per day	Variable	Variable	Variable	
Light Trees in House	per pair	\$100.00	\$100.00	\$100.00	
Linens & Tables skirts/ 3rd party	each	Variable	Variable	Variable	
Microphones Included w/ Sound System	each	\$0.00	\$0.00	\$0.00	
Minimum Required Staff	per hour	\$24.00	\$24.00	\$24.00	
Monitors	each	Variable	Variable	Variable	
No Show Fee	per event	\$100.00	\$100.00	\$100.00	
Piano Rental	per event	Variable	Variable	Variable	
Pipe and Drape in House	per section/ per day	\$25.00	\$25.00	\$25.00	
Plants- Facilities Ferns	each	\$5.00	\$5.00	\$5.00	
Plants- Facilities Palms	each	\$15.00	\$15.00	\$15.00	
Podium- In House*	each	\$15.00	\$25.00	\$50.00	
Podium- Rental	per event	Variable	Variable	Variable	
Portable Projection Screen- Indoor	each	\$15.00	\$15.00	\$15.00	
Portable Sound System (Medium 5-8)	per event	\$150.00	\$150.00	\$150.00	
Portable Sound System (Small 1-4)	per event	\$100.00	\$100.00	\$100.00	
Powered Speaker w/ Mic NEW	each	\$50.00	\$50.00	\$50.00	
Radios	each/ per day	\$30.00	\$30.00	\$30.00	
Rain Location Hold Fee	per event	\$50.00	\$50.00	\$50.00	
Signage	per event	Variable	Variable	Variable	
Spot Light in House	each	\$50.00	\$50.00	\$50.00	
Tables/ in house*	each	\$8.00	\$10.00	\$12.00	
Tables- 3rd party	each	Variable	Variable	Variable	
Tents/ 3rd party	each	Variable	Variable	Variable	
Transport Fees (Off Campus 0-50 miles)	per event	\$50.00	\$50.00	\$50.00	
Transport Fees (Off Campus +50 miles)	per event	Variable	Variable	Variable	
Transport Fees (On Campus)	per event	\$25.00	\$25.00	\$25.00	
Trash Cans- In House/ On Campus	each	\$8.00	\$8.00	\$8.00	
Trash Removal- On Campus	per event	\$50.00	\$50.00	\$50.00	
Uplighting- Indoors NEW	per event	\$40.00	\$40.00	\$80.00	
Video Equipment/ Services	per event	Variable	Variable	Variable	

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Mobile Events Services				
Billing Rates FY 2018				
Venue Costs	Unit	RSO	University Depts.	Non-University
Amphitheater	per event	N/A	\$150.00	\$250.00
Bowman Field	per event	Variable	Variable	Variable
Carillion Gardens	per event	N/A	\$100.00	\$200.00
Lever Beach/ Baby Bowman	per event	N/A	Variable	Variable
North Green	per event	N/A	\$75.00	\$125.00
President's Rotunda	per event	N/A	\$75.00	\$125.00
Scroll of Honor	per event	N/A	\$75.00	\$125.00
Union/ Courtyard	per event	N/A	\$25.00	\$100.00
Union/ Cox Plaza (2 spaces)	per event	N/A	\$50.00	\$150.00
Union/ Plaza	per event	N/A	\$25.00	\$100.00
Items/ Service	Unit	RSO	University Depts.	Non-University
Bike Rack 6' Sections	each	\$20.00	\$20.00	\$20.00
Bike Rack 8' Sections	each	\$17.00	\$17.00	\$17.00
CD Player	each	\$10.00	\$10.00	\$10.00
Chairs/ 3rd party	each	Variable	Variable	Variable
Chairs/ in house*	each	\$0.85	\$1.00	\$1.75
Cleaning Fee	per event	Variable	Variable	Variable
Concert Lights	per event	Variable	Variable	Variable
Concert Sound	per event	Variable	Variable	Variable
Damage Fee	per event	Variable	Variable	Variable
Dance Floor- 3rd party	3x3 section	Variable	Variable	Variable
Entertainment	per event	Variable	Variable	Variable
Equipment	per event	Variable	Variable	Variable
Furniture Rental	per event	Variable	Variable	Variable
Generator- 3rd party	each	Variable	Variable	Variable
Generator- In House	each	\$100.00	\$100.00	\$100.00
Ground Covering	per event	Variable	Variable	Variable
Landscaping	per event	Variable	Variable	Variable
Late Cancellation/ No Show	per event	\$50.00	\$50.00	\$50.00
LCD Projector- Indoor	per event	\$50.00	\$50.00	\$90.00
LCD Projector- Outdoor	per event	Variable	Variable	Variable
Light Towers	per day	Variable	Variable	Variable
Light Trees in House	per pair	\$100.00	\$100.00	\$100.00
Linens/ Table skirts	each	Variable	Variable	Variable
Microphones Included w/ Sound System	each	\$0.00	\$0.00	\$0.00
Minimum Required Staff	per hour	\$24.00	\$24.00	\$24.00
Mnitors NEW	each	Variable	Variable	Variable
No Show Fee	per event	\$50.00	\$50.00	\$50.00
Pipe and Drape	per section/ per day	\$25.00	\$25.00	\$25.00
Plants- Facilities Ferns	each	\$5.00	\$5.00	\$5.00
Plants- Facilities Palms	each	\$15.00	\$15.00	\$15.00
Podium- 3rd party	per event	Variable	Variable	Variable
Portable Projection Screen- Indoor	each	\$15.00	\$15.00	\$15.00

Portable Sound System (Small 1-4)*	per event	\$100.00	\$100.00	\$100.00
Portable Sound System (Medium 5-8)	per event	\$150.00	\$150.00	\$150.00
Powered Speaker w/ Mic NEW	each	\$50.00	\$50.00	\$50.00
Radios	each/ per day	\$30.00	\$30.00	\$30.00
Signage	per event	Variable	Variable	Variable
Spot Lights	per event	Variable	Variable	Variable
Staging	per event	Variable	Variable	Variable
Tables in house*	each	\$8.00	\$10.00	\$12.00
Tables/ 3rd party	each	Variable	Variable	Variable
Tents/ 3rd party	each	Variable	Variable	Variable
Transport Fees (Off Campus 0-50 miles)	per event	\$50.00	\$50.00	\$50.00
Transport Fees (Off Campus +50 miles)	per event	Variable	Variable	Variable
Transport Fees (On Campus)	per event	\$25.00	\$25.00	\$25.00
Trash Cans- In House/ On Campus	each	\$8.00	\$8.00	\$8.00
Trash Removal- On Campus	per event	\$50.00	\$50.00	\$50.00
Uplighting- Indoors NEW	per event	\$40.00	\$40.00	\$80.00
Video Equipment/ Services	per event	Variable	Variable	Variable
Labor	Unit	RSO	University Dept.	Non-University
Box Office- ticketing service	per event	Variable	Variable	Variable
Change Over	per per/per	\$12.00	\$12.00	\$14.00
Cleaning	per event	Variable	Variable	Variable
Contract Event Staff	per event	Variable	Variable	Variable
Electrician	per per/per	Variable	Variable	Variable
Event Services	per event	Variable	Variable	Variable
Guest Services	per per/per	\$12.00	\$12.00	\$14.00
Marketing Team	per event	Variable	Variable	Variable
On Call Staff	per event/day/hour	\$8.00	\$8.00	\$8.00
Parking Attendants	per event	Variable	Variable	Variable
Production Manager	per per/per hr	\$20.00	\$20.00	\$25.00
Runners	per per/per hr	\$12.00	\$12.00	\$14.00
Security	per event	Variable	Variable	Variable
Stage Hands	per per/per hr	\$12.00	\$12.00	\$14.00
Technical Operators	per event	Variable	Variable	Variable
Ticket Takers	per per/per hr	\$12.00	\$12.00	\$14.00
Ushers	per per/per hr	\$12.00	\$12.00	\$14.00

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Hendrix Student Center and University Union

Billing Rates FY 2018

Room/ Space	Capacity**	Undergrad RSO	Other RSO	CU Dept.	Cu Aux. Dept.	Non-Affiliated
Atrium Space (6 spaces available)	Tabling	n/a	n/a	n/a	\$25.00	\$50.00
Breezeway	Outdoor	n/a	n/a	n/a	\$50.00	\$100.00
Jacks Ballroom A or B	260	n/a	n/a	n/a	\$150.00	\$300.00
Jacks Ballroom A and B	500	n/a	n/a	n/a	\$300.00	\$600.00
Conference Room	20	n/a	n/a	n/a	\$75.00	\$150.00
Hendrix 2nd floor Registration	per event	n/a	n/a	n/a	\$25.00	\$50.00
Hendrix Plaza	per event	n/a	n/a	n/a	\$50.00	\$100.00
Loggia Tabling 4 Spaces	Tabling	n/a	n/a	n/a	\$25.00	\$50.00
McKissick Theater	150	n/a	n/a	n/a	\$150.00	\$300.00
McKissick Theater Registration Space	per event	n/a	n/a	n/a	\$25.00	\$50.00
Media Conference Room	15	n/a	n/a	n/a	\$50.00	\$100.00
Meeting Room A	165	n/a	n/a	n/a	\$75.00	\$150.00
Meeting Room B	180	n/a	n/a	n/a	\$75.00	\$150.00
Meeting Rooms A and B	350	n/a	n/a	n/a	\$150.00	\$300.00
Palmetto Ballroom	275	n/a	n/a	n/a	\$150.00	\$300.00
Peebles Room	210	n/a	n/a	n/a	\$75.00	\$150.00
SOC Room	20	n/a	n/a	n/a	\$50.00	\$100.00
Student Senate Chambers	100	n/a	n/a	n/a	\$150.00	\$300.00
Labor	Unit	Undergrad RSO	Other RSO	CU Dept.	CU Aux. Dept.	Non-Affiliated
Box office- ticketing service	per event	Variable	Variable	Variable	Variable	Variable
Change over	per per/per hr	\$12.00	\$12.00	\$12.00	\$12.00	\$14.00
Cleaning	per event	Variable	Variable	Variable	Variable	Variable
Contract Event Staff	per event	Variable	Variable	Variable	Variable	Variable
Electrician	per per/per hr	Variable	Variable	Variable	Variable	Variable
Event Services	per event	Variable	Variable	Variable	Variable	Variable
Guest Services	per per/per hr	\$12.00	\$12.00	\$12.00	\$12.00	\$14.00
Marketing Team	per event	Variable	Variable	Variable	Variable	Variable
Parking Attendants	per event	Variable	Variable	Variable	Variable	Variable
Production Manager	per per/per hr	\$20.00	\$20.00	\$20.00	\$20.00	\$25.00
Runners	per per/per hr	\$12.00	\$12.00	\$12.00	\$12.00	\$14.00
Security	per event	Variable	Variable	Variable	Variable	Variable
Stage Hands	per per/per hr	\$12.00	\$12.00	\$12.00	\$12.00	\$14.00
Technical Operators	per event	Variable	Variable	Variable	Variable	Variable
Ticket Takers	per per/per hr	\$12.00	\$12.00	\$12.00	\$12.00	\$14.00
Ushers	per per/per hr	\$12.00	\$12.00	\$12.00	\$12.00	\$14.00
Item	Unit	Undergrad RSO	Other RSO	CU Dept.	CU Aux. Dept.	Non-Affiliated
After Hours Charge	per hour	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00
Bike Rack 6' sections	each	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Bike Rack 8' sections	each	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
CD Player	each	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00

Chairs/ 3rd party	each	Variable	Variable	Variable	Variable	Variable
Chairs/ in house*	per booking up to 3 days w/ no setup changes	\$1.00	\$1.00	\$1.00	\$1.00	\$1.75
Chairs/ Replacement	each	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Damages	per event	Variable	Variable	Variable	Variable	Variable
Dance Floor- 3rd party	per event	Variable	Variable	Variable	Variable	Variable
Dry Erase/ Flip Chart Stand*	each	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
DVD	each	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Easel*	each	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Entertainment	per event	Variable	Variable	Variable	Variable	Variable
Flip Chart Pad	each	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Furniture Rental 3rd Party	per event	Variable	Variable	Variable	Variable	Variable
House Sound- w/ 2 mics (HSC&PBR)	per event	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
House Sound- w/ 2 mics (HSC&PBR) 2nd use	per event	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Keyboard in House	each	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
Late Cancellation	per event	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
LCD Projector/ Screen Indoor	per each	\$50.00	\$50.00	\$50.00	\$50.00	\$90.00
LCD Projector/ Screen Indoor 2nd viewing	per event	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
LCD Projector/ Screen Out- door	per event	Variable	Variable	Variable	Variable	Variable
Light Towers- 3rd party	each	Variable	Variable	Variable	Variable	Variable
Light Trees- In House	per pair	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Linens/ Table Skirts	each	Variable	Variable	Variable	Variable	Variable
Microphone (included w/ Sound System)	each	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Monitors	each	Variable	Variable	Variable	Variable	Variable
No Show Fee	per event	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Phone Line Use	per event	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Piano Rental	per event	Variable	Variable	Variable	Variable	Variable
Pipe and Drape	per section/ per day	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Plants- Ferns	each	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Plants- Palms	each	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Podium in House*	per each	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Portable Large Dry Erase Board	each	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Projection Screen Indoor	per each	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Portable Sound System (Small 1-4)	per event	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Portable Sound System (Me- dium 5-8)	per event	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Powered Speaker w/ Mic	each	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Radios	each	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Rain Location- Hold Fee	per event	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Signage	per event	Variable	Variable	Variable	Variable	Variable
Staging (4'x8' stage deck)*	each	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00

Stanchions	per pair	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Table Top Podium*	each	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Tables/ 3rd party	each	Variable	Variable	Variable	Variable	Variable
Tables/ in House*	per booking up to 3 days w/ no setup changes	\$8.00	\$8.00	\$10.00	\$10.00	\$12.00
Tables/ Replacement	each	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00
Tents- 3rd party	each	Variable	Variable	Variable	Variable	Variable
Transport Fees (Off Campus 0-50 miles)	per event	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Transport Fees (Off Campus +50 miles)	per event	Variable	Variable	Variable	Variable	Variable
Transport Fee (On Campus)	per event	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Trash Cans- In House/ On Campus	each	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Trash Removal- On Campus	per event	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Uplighting- Indoor NEW	per event	\$40.00	\$40.00	\$40.00	\$40.00	\$80.00
Video Equipment/ Service	per event	Variable	Variable	Variable	Variable	Variable

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