STEVENSON UNION FACILITY USAGE AGREEMENT

SOUTHERN OREGON UNIVERSITY

Stevenson Union – Room 312 1250 Siskiyou Blvd Ashland, OR 97520

541-552-6462 [su\_scheduling@sou.edu](mailto:su_scheduling@sou.edu) Fax 541-552-6440

Groups and individuals interested in using the SU facilities must complete and return the following form to the SU Scheduling Office at least 14 days in advance of the requested date of the facility usage. In addition, set-up and/or equipment cannot be guaranteed if the application packet and payment are not received a minimum of 14 days in advance of the requested date. This stipulation applies to both on and off-campus groups and individuals.

Name of organization:

Non-Profit Organization (must provide documentation)

Private organization

Government

Contact Person’s Name:

Mailing address:

Day phone:      E-mail:

Name of Event:

Date of Event:      Location requested:

Rain date:      Rain location:

Anticipated attendance:

Starting time:      Ending time:

Set-up time:      Tear-down time:

Will there be an admission fee? yes no If yes, please provide fee schedule:

Will the event be open to the Public? yes no

**SET-UP:** Choose set-up and indicate other needs. Set-up will be based on anticipated attendance.

As is

Banquet Stage (eight 6’ x 8’ pieces) Enter dimension needed:

Lecture

Reception Check if needed:  stairs  ramp

Fair

Classroom

Empty Room

Special set-up

Indicate other needs:

**AUDIO-VIDEO EQUIPMENT** available:

LCD Projector Computer CD/DVD/VHS player Speakers Microphones and stands

Extension Cord AV Screen Conference Phone Easels Overhead Projector

Slide Advancer Mac Adaptor If you need something else, we may be able to request it from Media Services.

**The Rogue River Room, SU 306, SU 313, SU 319 and SU 330 are Smart rooms, including:**

**computer, sound, projector and AV screen. The RRR also has a dvd/vhs player.**

**AV NEEDS:**

**CATERING** All groups serving food on campus are required to use SU Food Service. The sponsoring organization or individual is responsible for making catering arrangements for food service or approvals by calling 541-552- 8000 or e-mailing soucatering@aviands.com.

Will food be served at your event?  yes  no

**PARKING** There is no free parking on campus. Please choose one of the following options:

Individuals are responsible for their own parking. (off-campus, metered parking, parking permit)

Event will pay for metered parking, cost will be added to invoice. (See parking fee schedule in next section)

Event will reserve a lot, cost will be added to invoice. (See parking fee schedule in next section)

**SECURITY** The University will determine if security is required. The payment for security shall be the responsibility of the sponsoring individual or group.

**PROOF OF INSURANCE** Proof of insurance for commercial general liability insurance in a single amount of $1,000,000 (or more as appropriate to the risk of the event) is required of all non-SOU groups and individuals requesting the use of SU facilities. Proof of insurance must be attached for final approval of application.

**AGREEMENT** All applicants must provide a signature and date at the end of this section for final approval of application. The applicant’s signature will indicate knowledge of and willingness to abide by the following conditions:

A. The applicant agrees to assume responsibility for the security of facilities and areas being used.

B. The applicant agrees to pay for any theft, vandalism or damages occurring at the event.

C. The applicant agrees to adhere to all SOU/SU rules and regulations.

D. The applicant agrees that both SOU and the facility user will be responsible for and pay for the respective liability of their respective wrongful or negligent acts or omissions, or those of their officers, agents, guests, or invitees.

E. The applicant agrees to pay the facilities fee in full 14 days in advance of the event if that applicant is or represents an off-campus group or individual.

F. User shall indemnify, defend, and hold harmless the State of Oregon and the University, and their officers, employees, and agents from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of user or its officers, employees, subcontractors, or agents under this agreement.

H. The applicant has read and agrees to adhere to the SOU Policy on Use of Stevenson Union Facilities.

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Applicant’s Name (please print) Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature Date

**FEES** are payable by Check or Cash Only. Please make checks payable to Southern Oregon University.

Facility $       Set-up/Tear-down $       Event Staff $

Equipment $       Parking $       Miscellaneous $      Damages$

Fees are due 14 days in advance of event Due date:

ESTIMATED TOTAL FEES: $

STEVENSON UNION FACILITY USAGE POLICY FOR EXTERNAL GROUPS

SOUTHERN OREGON UNIVERSITY

Effective September, 2014

Stevenson Union (SU) facilities are to be used in a fashion consistent with their intended purpose. Facilities must be used in a lawful, safe and respectful manner. Failure to comply with the requirements set forth in the following procedures may lead to cancellation of the event, space limitations or loss of the privilege to use SU facilities and lands. Users will be held responsible for damage to SU equipment, facilities, property, etc. Other penalties may be considered and/or assessed as appropriate. The SU reserves the right to deny, restrict, limit, cancel, or postpone functions. The following assumptions guide the booking of the Stevenson Union.

1. Off-campus groups may reserve space up to 6 months in advance of an event.

2. A balance between building use and staff hours will be considered when scheduling the SU (i.e., the Stevenson

Union may not be available on holidays or days SOU is closed).

3. Use of SU facilities or resources is contingent upon their availability.

4. Use of the SU facilities is given priority to student groups and internal offices.

**PROCEDURES**

1. All requests and reservations for the use of Stevenson Union and its outdoor facilities must be

submitted to Stevenson Union Staff, SU 312, 541-552-6462, [su\_scheduling@SOU.edu](mailto:su_scheduling@SOU.edu). or FAX 541-552-6440.

2. Users must complete a standard application packet to reserve and secure facilities.

3. If any portion of the application packet is missing, the application will be considered incomplete and will be

returned to the requester.

The application packet consists of:

a) SOU Facilities Usage Agreement

b) Certificate of Insurance (Item 5 of Regulations)

c) Proof of Non-Profit Status - 501(c) 3 (if applicable)

4. Facilities must be scheduled and approved prior to the event. Groups and individuals must return the

application packet a minimum of 14 days in advance of the requested date of facility usage.

**REGULATIONS**

1. Use of facilities shall be authorized by a written agreement between the Stevenson Union and the User that has requested the use of the facility. The agreement shall specify and incorporate all applicable costs, time and manner limitations, etc. The agreement shall outline all costs associated with use and date of payment including: arrival date & time; departure date and time; number of participants; linen service fees; equipment fees; facilities fee; fees for special services, etc.

2. The User understands that the University or other users may conduct other activities in the Stevenson Union or on the University campus during the above time period.

3. The User agrees to comply with all University regulations, federal, state and local laws. These regulations, ordinances, and laws are to be adhered to by the User, its officers, agents, employees, guests, patrons or invitees. Facilities may not be used in any manner to imply the University endorses an ethnic, political, sectarian or religious position.

4. Facilities are not available to organizations whose activities illegally discriminate on the basis of race, sex, sexual orientation, religion, national origin, age, veteran status, marital status or disability.

5. A certificate of insurance shall be provided by off-campus Users, with the original signature of an authorized insurance company representative, and shall provide for at least ten (10) days notice of change in coverage or cancellation. Said certificate of insurance must be received by the SU fourteen (14) days prior to the event. The User shall maintain in full force and affect during the program dates, at the User’s expense, a policy of insurance, issued by the User’s insurance carrier, providing for liability coverage in the amount of $1,000,000.

6. The User shall indemnify, defend, and hold harmless the State of Oregon and the University, and their officers, employees, and agents from and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of the User or its officers, employees, subcontractors or agents under this agreement.

7. The User shall pay for facilities fourteen (14) days prior to the event as a deposit. The User is responsible for payment of any service including security required by the SU. The User will be charged the deposit if the room is canceled under two weeks of the event.

8. If the required fees are not paid when due, or if during the event the User shall violate any of the terms of the Agreement, the SU may cancel, limit, restrict, or postpone space utilization and retain all sums received prior to termination of the Agreement. Users with delinquent accounts may be denied use of facilities and may be subject to state collection procedures.

9. The University is not responsible for injury, damage, theft, or loss of property to the group, to any member of the group, or to any item owned by the group.

10. Special setups can be made in certain facilities. Discuss your plans when confirming the reservation. Restrictions to comply with fire codes are not negotiable. Refer to the Equipment Usage Charges to estimate the costs for certain AV equipment usage. Charges for an AV Technician to be present during the event can be located on the Stevenson Union and Britt Ballroom Facility Costs sheet.

11. The User will be assessed for expenditures associated with replacement of any equipment that is not returned or becomes damaged, damage to facilities, grounds, property, etc. SU equipment is not available for off-campus usage.

12. When the User agrees to using said facilities, the User shall not alter or change the facilities without approval of the SU and at the termination of use, the premises shall be returned to the same condition as received.

13. All promotional and informational materials including display and classified advertisements, press releases, media announcements, flyers, programs, brochures, program tickets, etc., must contain the name of the individual sponsor or sponsoring organization. The University’s or Stevenson Union’s name shall not be used to suggest co-sponsorship or endorsement of any activity without prior approval.

14. Advertising, associated contracts and other irreversible pledges must not begin until after the Facilities Usage Agreement is received by SU. Any violation of University regulations, including this directive, shall be sufficient cause for cancellation and/or limitation of the scheduled program.

15. The User is not permitted to use the name of a SOU faculty member, an SOU staff member or an SOU organization in order to obtain a reduced facility rate.

16. The SU Catering Department provides a wide variety of food service offerings to complement events. The SU is a licensed restaurant facility and is inspected regularly by the Jackson County Health Department. SU policies prohibit groups from furnishing their own food and beverage items for all events without prior approval from the Director of Food Services.

17. Alcoholic beverages are permitted only in certain areas of the Stevenson Union. For information regarding alcohol please contact the SU Catering Office at 541-552-8000 or soucatering@aviands.com.

18. The University will determine the type, qualifications and number of security officers required and paid for by the User.

19. Facilities occupied by the User shall, at all times, be under the control of the University, and all personnel from the University shall have the right to enter facilities on official University business at any time when necessary.

20. Smoking is prohibited inside the Stevenson Union and within 25 feet of any entrance.

21. Facilities may not be used for political campaigning by or for candidates who have filed for public office or for ballot measures unless the format is pre-approved and all candidates or issues are presented in a fair and impartial manner. Fundraising for political reasons is not allowed.

22. The SU will not guarantee numbers, audiences or participants.

23. The SU will not hold or reserve parking spaces for the User, groups, participants, invited guests, etc. There is no free parking on campus and space is limited during business hours. The SU Scheduling Office can help arrange parking locations and costs.

24. If, prior to the date(s) of usage, facilities/equipment are destroyed or damaged by some casualty or become unavailable or unusable because of situations beyond the control of the SU, then the SU may elect to terminate this Agreement and return User’s deposit and have no further obligation.

25. The User may not assign or in any way transfer its rights under this Agreement to any other parties. Nothing in this Agreement shall imply any partnership, joint venture, or other association between the SU and User.

26. This Agreement supersedes any previous Agreements between the Stevenson Union and the User. Further, the terms of this Agreement may not be modified except in writing by both the SU and the User.

**PARKING AND CATERING**

Metered Parking – Metered Parking is available in Lots 36 and 29 Monday thru Friday, 6:00am to 6:00pm; and all lots after 6:00pm and weekends. Rate is $1.00 per hour.

Reserved lot – After hours and weekends only - $2.00 per estimated attendance count (must meet minimum vehicle count)

Parking is not guaranteed on campus.

SU Catering Department – 541-552-8000 or soucatering@aviands.com

SU Catering Menus and rates available at [www.southernoregonuniversity.catertrax.com](http://www.southernoregonuniversity.catertrax.com)

**FEES AND PAYMENT**

All charges will be billed from and paid to the Stevenson Union once the SU Facilities Usage Agreement has been approved. Refer to the Stevenson Union and Britt Ballroom Facility Costs sheet to estimate the charges for room use. The rate structure has been set to ensure competitive and reasonable costs to the User. The rate structure is based on four hours for half day usage, and more than four hours for full day of usage. The SU Scheduling Office will provide users with an itemized bill if there are extra costs associated with the event. Please make checks payable to Southern Oregon University.

**DEPOSITS**

Groups and individuals must pay deposit in full a minimum of 14 days in advance of the requested date of facility usage.

Deposits consist of full room, audio/ visual, and personnel costs associated with the rental.

If event is multiple days, the deposit is due 14 days before the first day of the event.

Deposits for events over $1,100 in cost consist of $1000 or half the total room, audio/visual, and personnel costs of the event, whichever is greater.

**CANCELLATIONS**

Events in major event space (Rogue River Room, Arena, Britt Ballroom, Diversions) cancelled more than two weeks before the event will receive a full refund. Events in major event space cancelled less than two weeks prior to reservation will be charged 50% of the room cost. Events in all event space cancelled less than 48 hours before the event will be charged 100% of the room and personnel cost.