

**DELTA STATE  
UNIVERSITY**



# Facility Reservation Policy Manual and Guide

(Effective: November 1, 2017)

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## **Background**

The following contains the policy of Delta State University (DSU) regarding usage of its facilities by all individuals, organizations, and groups. The facilities covered in this Facility Reservation Policy Manual and Guide include, but are not limited to, the following: H. L. Nowell Student Union, James M. Ewing Hall (Jacob Conference Center), E. R. Jobe Hall (auditorium and lobby), Charles W. Capps, Jr. Archives and Museum (Seminar Room), Lena Roberts Sillers Chapel, James W. Broom Hall (Baioni Conference Center), Walter Sillers Coliseum, Forest E. Wyatt Gymnasium, Hugh Ellis Walker Alumni-Foundation (Simmons Room), Aquatics Center (Pool), and Bologna Performing Arts Center.

DSU reserves the exclusive right to determine whether to allow an individual, organization, and/or group (the "User") to use its facilities and/or equipment. The decision to approve or deny usage will be based on whether or not the planned event and activities are in the best interest of the University. This decision shall be based on the following factors:

- Will the event support DSU's academic mission?
- Will the event be disruptive to DSU's educational activities?
- Will the event enhance DSU's image?
- Will the event promote student involvement and/or interest?
- Will the event likely result in damage to DSU's facilities or equipment?
- Will the event likely result in controversy or public attention that may harm DSU's reputation or image?
- Are there other compelling reasons surrounding the event that should be considered in making the decision to approve or disapprove use of the facilities?

## **Generally Disallowed and Allowed Uses**

DSU does not allow use of its facilities for any political campaigning, fundraising, or other politically connected events, except those events specifically sponsored by DSU's student organizations. Such student-sponsored events must be approved by the Vice President for Student Affairs prior to activities being held in DSU's facilities or on campus grounds. DSU does not allow solicitation or product promotions in its facilities or on campus grounds, except when specifically approved by the University for the benefit of students, faculty, and/or staff. DSU may allow usage of its facilities by a User if the planned event and activities of that User are in the best interests of DSU.

### **Requirements for Usage of Facilities by User**

The User must comply with DSU's rules and regulations when using University facilities. Facilities and/or equipment cannot be reserved more than six (6) months prior to the event and must be reserved a minimum of ten (10 business) days prior to the event.

Facilities and/or equipment must be reserved using the appropriate reservation form. The Facility Reservation Form is available online at <http://www.deltastate.edu/student-life/calendar-and-facility-reservation/>. The technology equipment form is available at <http://www.deltastate.edu/about-dsu/administration/technology-support-oit/oit-forms/media-services-online-reservation-form/>.

Questions regarding reservations should be directed to the Coordinator of University Calendar by phone at 662.846.4666, or by email at [facilityreservations@deltastate.edu](mailto:facilityreservations@deltastate.edu).

A User must pay all charges in full for usage of the facilities before reservations are confirmed. Payment must be made to Delta State University by check, money order, credit card, or cash.

Student Business Services  
Kent Wyatt Hall, Suite 131  
Cleveland, MS 38733  
Phone: 662-846-4697

Once payment is made, the User must present the Coordinator of University Calendar with proof of payment by submitting the receipt to:

Office of Student Life  
H.L. Nowell Student Union  
Suite 200  
Cleveland, MS 38733

Once proof of payment is received, the Coordinator of University Calendar will determine if a meeting with the User is required in order to discuss set-up, technology, security, and/or food service needs.

### **Cancellations**

To cancel a reservation, the User must contact the Coordinator of University Calendar by phone at 662.846.4666, or by email at [facilityreservations@deltastate.edu](mailto:facilityreservations@deltastate.edu). Refunds of 100% are given if the event is cancelled at least 30 days in advance. If the event is cancelled at least three (3) days prior to the event, the User shall receive a 75% refund. No refund will be issued if the event is canceled less than three (3) days prior to the event.

### **Responsibility for Damages**

The User is fully responsible for payment of any damages that occur to the facilities or equipment caused by, or attributable to, the User's sponsored activity, the User's use of the facilities, and/or the actions of the User's employees, participants, guests, and/or invitees.

### **Waiver of Fees and/or Policy Exceptions**

Any User requesting a waiver of any fees and exceptions to this policy must submit the request using the Request for Waiver of Rental Fees form (Exhibit 1) at the time of the reservation request. The request will be reviewed by the DSU Executive Committee and/or President's Cabinet. Only the DSU Executive Committee or President's Cabinet may waive fees or grant exceptions to the University Facility Reservation Policy.



*James W. Broom Hall – Baioni Conference Center*

Stationary Classroom Style, Max Auditorium Style seating 74

\$200.00 per day during the week, \$250.00 per day Saturday or Sunday, \$400.00 if rented both Saturday and Sunday

*James M. Ewing Hall – Jacob Conference Center*

Banquet Style, Max Seating 100

Auditorium Style, Max Seating 250

\$350.00 per day

*E. R. Jobe Hall – Auditorium*

Stationary cloth back theater seating

Auditorium Style, Max Seating 291

Podium and Projection Screen provided

\$425.00 per day

*E. R. Jobe Hall - Lobby*

Reception/continental breakfast, etc.

\$100.00 per day

*Kent Wyatt Hall – Leroy E. Morganti Atrium*

Auditorium Style, Max Seating approx. 300

Banquet Style, Max Seating

\$1,000.00 per room, per day

*Lena Roberts Sillers Chapel*

Stationary Church Pews, Auditorium Style, Max Seating 80

Podium and Projection Screen provided

\$100.00 per day

*Charles W. Capps, Jr. Archives and Museum – Seminar Room*

Auditorium Style, Max Seating 50

\$125.00 per day

**Facility Rental Space and Fees – Athletics**

All Athletic facility requests require the approval of the Athletic Director and Executive Committee. Space and date/time availability, and any additional requirements of the reservation, may vary and are subject to change. All Athletic facilities are utilized for the primary purpose of DSU Athletic Teams.

*Aquatics Center (Swimming and Diving)*

Olympic-size pool with set-up for Short Course, Long Course, and Diving  
Stationary Stadium Benching in upper level, Max Seating 1,000  
Temporary Stadium Benching may be provided upon request

\$1,000.00 per day  
\$1,000.00 per season for local swim teams

*Tennis Courts (North Courts and Cafeteria Courts)*

Four Courts at each location, encaged with Court roller and ball count sleeves provided  
Stationary Stadium benching outside of court, Max Seating 50

General Public	Must have DSU community Activity Card
Community League Play	Each member must purchase a DSU community activity Card, plus the League must pay a \$500 annual fee for tournaments.
Local Schools and Non-Profit Organizations	\$500 per year

All matches must be scheduled through the reservation process listed on page two.

Priority given as listed below:

1. DSU Tennis Team
2. DSU Students
3. DSU Faculty
4. Community Activity Card holders, including League players and Local Schools.

*Forest E. Wyatt Center For Health, Physical Education, and Recreation (Gymnasium)*

Space provides: 2 Tennis Courts, 3 Basketball Courts, 1 Volleyball Court, 4 Badminton Courts  
Temporary stadium benching may be provided upon request

\$400.00 per day / \$75.00 per hour

*Travis E. Parker Field/Horace McCool Stadium (Football)*

Stationary Stadium Seatbacks and Benches throughout upper and lower levels  
Sporting Event Style for Parker Field use, Max Seating 8,000

\$5,000.00 per day

*Dave "Boo" Ferriss Field/Tim and Nancy Harvey Stadium (Baseball)*

Stationary Stadium Seatbacks and Benches throughout upper and lower levels  
Sporting Event Style for Ferriss Field use, Max Seating 1,500

\$1,500.00 per day

*University Field (Softball Complex)*

Stationary Stadium benching, Max Seating 500

\$1,500.00 per day

*Delta Field (Soccer Field)*

\$500.00 per day

*Walter Sillers Coliseum (Basketball Arena)*

Stage w/ Extension is 45' W x 40' depth (back wall to front edge)  
Stationary Stadium Seatbacks and Benches throughout upper level

Sporting Event Style for Court use, Max Seating 3,500  
Auditorium Style with chairs added to lower level, Max Seating 4,000  
Banquet Style with tables and chairs added to lower level, Max Seating 300

\$1,000.00 per day  
\$250.00 additional fee to cover the coliseum floor  
\$100.00 additional fee for lobby concession usage

Cannot reserve Mid October - Mid March

**Additional Facility Charges**

Additional fees will be charged for use of property, including : tables and chairs, grills, tents, stage, risers, podium, etc.

See Event Rental Fees (Exhibit 3)

**Additional Security Charges**

DSU's Chief of Police will determine if security is needed, and, if so, the number of Police Officers, Reserve Officers, and/or Event Staff needed.

Police officers	\$30.00 per hour
Reserve officers	\$18.00 per hour
Event Staff	\$12.00 per hour



### **Food Service Requirements**

Aramark is recommended for all food service requirements. Any arrangement and agreement for food services is exclusively between the User and Aramark. DSU shall not be a party to the arrangement and agreement for such food service requirements and shall have no responsibility for the food services provided by Aramark. For food service needs, contact Aramark (662) 846-4416 or visit their website at [www.dsudining.com](http://www.dsudining.com).

### **Technology Needs**

Separate charges will be applied for technology equipment and services – See Exhibit 4.

The technology equipment form is available at <http://www.deltastate.edu/about-dsu/administration/technology-support-oit/oit-forms/media-services-online-reservation-form/>. For technology equipment questions, contact the Office of Information Technology at (662) 846-4760 or visit their website at <http://www.deltastate.edu/pages/2129.asp>

### **Alcohol and Tobacco Policies**

DSU has a Tobacco Free Policy, which prohibits the use of all tobacco products on campus, and an Alcohol Policy, which prohibits the purchase, sale, and consumption of alcoholic beverages on campus grounds. Campus Police will address violators.

### **Control of Requested Facilities; Indemnification of DSU**

All employees, participants, guests, and invitees of the User shall be under the direct supervision and control of the User and shall be the responsibility of the User. Nothing contained in the agreement requires DSU to relinquish control of any of its facilities to the User (including the facilities specifically requested for usage by the User). A User is to acknowledge expressly that DSU retains the full and complete right to require that User, or any of that User's employees, participants, guests and invitees, to leave campus premises if circumstances justify such action. DSU assumes no responsibility for the loss or theft of personal property, or damage to personal property of the User or any of the User's employees, participants, guests, and/or invitees. User shall be liable for, and shall reimburse DSU for, all damages to persons and property on account of that User's use of the requested facilities.

A User must indemnify and hold harmless DSU, its officers, agents, and employees, against any and all liabilities and claims for loss, injury or damage (including attorney fees and costs) to persons or property, including claims of employees, participants, guests and invitees of that User, arising out of, or resulting from, activities conducted by that User or any of its employees, participants, guests and invitees in, on or about the requested facilities and DSU buildings and other properties. DSU assumes no liability whatsoever for any property placed in the requested facilities or in any of DSU's buildings or other properties by the User or any of the User's employees, participants, guests or invitees.

### **Changes to Facilities Reservation Form**

The User agrees that all additions or modifications must be made no less than three (3) business days before the event. DSU cannot commit to accommodate additions or changes that are requested less than three (3) business days prior to the event. Any attempt by DSU to accommodate such a request will only occur in DSU's sole discretion and if circumstances otherwise permit. All official University functions (classes, practices, meetings, etc.) will receive priority over all non-DSU related events.

**Entire Agreement**

The University Facility Reservation Policy Manual and Guide, specific to DSU, constitutes the entire agreement between DSU and the User. No prior written or oral commitments shall be binding on either party.

**Termination by DSU**

DSU may terminate the Facilities Reservation agreement entered into with a User, without penalty and at any time, due to breach by that User of any of the terms of that agreement. In such event, DSU may retain, as liquidated damages to cover University's expenses, all amounts paid by the User.

**Termination by User**

A User may terminate the Facilities Reservation agreement by contacting the Coordinator of University Calendar. See the "Cancellation" section on page two for applicable fees.

**Headings**

All headings contained in this Policy Manual are solely for the purpose of reference only, and shall not limit or otherwise affect any of the terms or provisions of this Policy and shall not be construed or interpreted in connection with any term or provision of this Policy.

**Review of Policy**

This Policy and all fees associated with the policy will be reviewed on an annual basis in June. Changes to the policy and fees will be implemented July 1 of each year, if applicable.

POLICIES AND REGULATIONS INDICATED ON THE "FACILITY RESERVATION FORM" APPLY TO ALL UNIVERSITY FACILITIES.

# Delta State University Request for Waiver of Rental Fees

Name \_\_\_\_\_

Date \_\_\_\_\_

Facility \_\_\_\_\_

Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Amount Asked to be Waived \_\_\_\_\_

Reason For Waiver \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Manager \_\_\_\_\_

Recommended

Vice President \_\_\_\_\_

Recommended

Cabinet Action

( ) Approved

( ) Not Approved

Date \_\_\_\_\_



## SCHEDULE OF RENTAL FEES

**Bologna Performing Arts Center  
2017-2018**

	Delta State University Non- Ticketed	Delta State University Ticketed	Non-Profit Organization	Commercial/ Business
<b>Spaces Available</b>				
<b><u>Delta &amp; Pine Land Theater</u></b> (Seating Capacity:1,171)				
Major Activity	Waived	Waived	\$1,700.00	\$2,500.00
Minor Activity	Waived	Waived	\$1,200.00	\$1,500.00
Rehearsal, Meeting, Lecture	Waived	Waived	\$400.00	\$500.00
<b><u>Recital Hall</u></b> (Seating Capacity: 145)				
Major Activity	Waived	Waived	\$225.00	\$300.00
Meeting, Lecture	Waived	Waived	\$100.00	\$150.00
Rehearsal	Waived	Waived	\$25.00	\$50.00
<b><u>Tims Gallery</u></b> (Standing Capacity: up to 40-50)				
Event per day	Waived	Waived	\$300.00	\$500.00
Additional Rental - same day as another space	Waived	Waived	\$100.00	\$150.00
<b><u>Jeff Ross Capwell Lobby</u></b> (Standing Capacity: Up to 400-500)				
<b><i>Also includes the Garrard, Hafter, and Ryals Lounge areas</i></b>				
Event per day	Waived	Waived	\$1,000.00	\$1,500.00
Additional Rental - same day as another space	Waived	Waived	\$500.00	\$750.00
<b><u>Conference Room</u></b>				
Event Per Day	Waived	Waived	\$50	\$50

**Delta State University  
Event Rental Fees**

	<u>Rental Fee</u>
Black Mesh Chair	\$1.25
Green Vinyl Chair	\$ 5.00
6' Rectangle Table	\$ 2.75
8' Rectangle Table	\$ 4.50
72" Round Table	\$ 7.25
60" Round Table	\$ 4.75
Green Vinyl Chair	\$ 5.00
Podium	\$ 160.00
Stage	\$ 19.25
Head Table Riser	\$ 16.75
Stainless Tables	\$ 84.75
8' Aluminum Folding Table	\$ 18.00
10X10 Tent	\$ 38.25
10X15 Tent	\$ 51.50
10X20 Tent	\$ 60.50
20X20 Tent	\$ 157.00
Small Open Grill	\$ 23.75
Large Open Grill	\$ 42.50
Large Grill with Lid	\$ 62.50
Labor Rates	\$ 20.00 per hour

# DELTA STATE UNIVERSITY

Join in. Stand out.

## Audio Visual Services for External Entities

### Popular Packages

- Existing Classroom Setup \$ No Charge  
Setup for existing equipment already in classroom
- Laptop/Projector/Screen \$200
- Laptop/Projector/Large Screen \$250
  
- Sound system with 2 microphones  
\$150

## Popular Components

Wired Microphone	\$30.00
Wireless Microphone	\$75.00
Small Amplifier	\$70.00
Medium Amplifier	\$100.00
Large Amplifier	\$150.00
Digital Mixer	\$150.00
Wireless Presenter	\$25.00
Projector Screen	\$50.00
Large Projector Screen	\$100.00
Projector	\$100.00
Laptop	\$100.00

### Labor Rates

Setup	\$30.00/hr
Event Operator	\$50.00/hr

For additional information, contact the Office of Information Technology at 662-846-4760. Any AV request must be made at least 10 business days in advance through the website at: <http://www.deltastate.edu/about-dsu/administration/technology-support-oit/oit-forms/media-services-online-reservation-form/>

All above equipment requests are based on availability.