

SALISBURY UNIVERSITY FACILITIES USE POLICY

INTRODUCTION

This Facilities Use Policy has been established to provide a clear understanding of the guidelines currently in use at Salisbury University for the reservation and use of its grounds, buildings, and conference and dining services by internal and external individuals and organizations. Any questions regarding this Policy should be directed to the **Office of Conference Planning and Facilities Reservations** at (410) 543-6172 or (410) 548-3344 (<http://www.salisbury.edu/confolan/>).

Salisbury University has developed this Policy in conjunction with that established by the University System of Maryland Board of Regents Policy for Public Meetings (see Addendum 1).

PURPOSE OF THE FACILITIES USE POLICY

This Policy establishes regulations for the periodic, temporary, and contractual use of University facilities by external users, campus-based users, sponsored users, and student organizations in accordance with the University's missions, goals, and policies.

Academic classes are scheduled by the Registrar's Office. Classrooms may not be scheduled for non-instructional purposes prior to the formulation of the schedule of classes for each semester or term except for activities to be scheduled during non-class or weekend hours.

Scheduling priority for facility use is given to all academic and student-related programs. These programs have a scheduling priority for the first six (6) weeks of each semester for reserving space during the following semester. For example, during the first six weeks of the Fall Semester, reservations for facility use during the next spring semester will be taken from on-campus academic and student-related programs only. Similarly, during the first six weeks of the Spring Semester, reservations for facilities for the following Fall Semester will be taken from on-campus academic and student-related programs only. For dates outside of the academic year, and during the winter and summer non-semester period, academic programs are given scheduling priority; then all campus resources are scheduled on a first come, first serve basis. During this period, no University Facilities or Services are committed to off-campus users more than twelve (12) months in advance. Further recurring events are not scheduled during the academic semester.

Moreover, in scheduling all conference-related programs, consideration must be given to the priority needs of students, faculty, and staff to insure the appropriate facilities are available to meet the primary mission of the University.

The Policy is designed to:

- Establish a consistent and equitable approach for handling scheduling requests for the use of SU facilities.
- Establish rules for access to facilities for all users.
- Require user compliance with University policies and State law.
- Regulate the time, manner, and place of the use of SU facilities as outlined in facility use license agreements for external users and in the Student Handbook for students users.
- Define SU offices responsible for scheduling the use of facilities.
- Identify consequences for failure to adhere to the policy.
- Address legal and financial issues pertinent to facility use.
- Be in accordance with any specific policies and restrictions for use of the Guerrieri University Center, the Commons, and Holloway Hall auditorium, the Alumni House and Miller Alumni Garden (see Addendum 2), and the Ward Museum of Wildfowl Art (see Addendum 3).

DEFINITIONS

Facilities: All buildings, land, and property of Salisbury University.

Campus-based User: Any Salisbury University department or business unit using the requested facility for SU business with appropriate authorization to provide an SU account number to which any charges associated with the usage may be billed.

External User (Off-campus user): An individual or groups of individuals, organizations, associations, or businesses not affiliated with Salisbury University.

Student Organization User: An active student organization recognized by the Office of Student Affairs and registered with the Office of Student Activities and Organizations.

Affiliated User: An organization, group, or individual which is affiliated with SU by virtue of grants or mission-consistent goals carried out by faculty and/or staff employed by Salisbury University.

Service: Any University personnel support and/or expertise, technical equipment, supplies or special services provided individuals or organizations conducting programs in University facilities or on campus grounds.

EVENT RESTRICTIONS

All external user events must be scheduled in accordance with a list of restrictions, within reasonable boundaries of discretion, which include the following:

- Birthday celebrations will be limited to University-affiliated persons or their direct dependents (children, spouse/partner, and parents). (see addendum)
- Memorial receptions are limited to University-affiliated persons (See Group 4)

- Family reunions will not be catered or housed on campus. We do not host bachelor/bachelorette parties.
- The University will not locally advertise or locally promote its conference services, including both catering and housing, in commercial media, i.e., radio, television, newspapers, and magazines.
- Events that require extensive retrofitting of the Commons, including the removal of dining hall furniture, will be scheduled after approval with University Dining Services.

All conference related programs must enhance the image and impact of the University as an essential resource for furthering sound educational, civic, and social goals. The Office of Conference Planning and Facilities Reservation is responsible for assuring this objective and has the authority to decide against requests that do not meet this standard.

<p>MISSION STATEMENT OF THE OFFICE OF CONFERENCE PLANNING AND FACILITIES RESERVATION</p>

The Office of Conference Planning and Facilities Reservation is responsible for receiving all inquiries related to the use of University facilities and/or services from off-campus and on-campus individuals and organizations interested in conducting any type of conference, seminar, meeting, catered function, or summer/sports camp. The Conference Planning and Facilities Reservation staff determines if the University can host any particular activity in accordance with current operating policy and availability.

The goal of the Office of Conference Planning and Facilities Reservation is to maintain an effective and efficient administrative network of services that maximize the use of all campus resources to the greatest benefit of the University.

As an auxiliary department of the University, the Office of Conference Planning and Facilities Reservation is obligated to ensure that all off-campus programs and special funded on-campus conferences account for costs related to the use of auxiliary facilities and services that are required to conduct the activities requested. The Office must show a reasonable profit by which to provide for the maintenance and enhancement of services offered. Fee policies and schedules are reviewed annually to provide for equitable compensation for campus services provided.

<p>COORDINATING STAFF AND SERVICES PROVIDED BY THE OFFICE OF CONFERENCE PLANNING AND FACILITIES RESERVATION</p>
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The Office of Conference Planning and Facilities Reservation schedules and coordinates the use of facilities, services, and resources for both campus-based and off-campus individuals and organizations. The staff works as a team conferring with all support services departments to ensure that all questions are asked and answered to meet the needs of all users.

The Office offers the following services for external users:

- Reserves and confirms dates, facility space, and services.
- Coordinates and confirms meals, catered functions, refreshments breaks, special services, and attendance numbers for each event. University Dining directly manages all individual catered events.
- Coordinates facilities schedule and set up for each event.
- Coordinates technology equipment requested.
- Coordinates and confirms all housing arrangements for conference attendees.
- Coordinates transportation needs for off-campus events.
- Prepares all contractual agreements for cost of facilities and services between the University and client.
- Coordinates invoices and transfer of funds with University Dining Services Billing Department.
- Manages post-event evaluations.

Note: The Office of Conference Planning and Facilities Reservation do not schedule events for the Ward Museum of Wildfowl Art. Please contact Ward Museum staff (410-742-4988, <http://www.wardmuseum.org>) for scheduling of events at the Ward Museum. A copy of the Ward Museum Guidelines is included in the SU Facilities Use Policy for general information.

The Office coordinates the following services for campus-based, student organizations, and affiliated users:

- Provides limited coordination of activities.
- Serves as a referral service to support services on campus. (Sponsoring department responsible for any and all work orders.)

SALISBURY UNIVERSITY POLICY ON ACCESS TO LIMITED PUBLIC FORUM AREAS
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An application for the use of facilities and areas for meetings, assemblies, rallies, speak outs, demonstrations, and distributions on the grounds of Salisbury University by both University recognized and non-recognized individuals and organizations must be completed and approved prior to the event. [An application form is attached to this document in Addendum 4.]

University policy requires that all such events are pre-approved and restricted to certain locations designated as "Limited Public Forum." The Director of the Guerrieri Center is the approval authority.

All individuals/organizations must complete this form and submit it to the Campus Facilities Reservation Office located in the Commons Building, Room #200 (8am-5pm, Mon-Fri). Requests should be submitted two (2) working days prior to the event, as same day approval cannot be guaranteed.

- Approval will only be granted if the person/organization can demonstrate that reasonable precaution will be exercised to ensure that the educational mission and administrative/support functions necessary to that mission will not be disrupted, and that the safety of members of the University community and the general public will be assured.
- Persons/organizations must clearly identify themselves and their affiliates. Fronting or making reservations for a second party is not allowed.
- The rights of the University community must be protected from undue interference with the flow of traffic and intimidation in securing an audience.

General Information

There are no rain locations for "Limited Public Forum" areas.

Excessive noise, such as amplified sound or shouting is not permitted in "Limited Public Forum" areas without prior approval.

Use of "Limited Public Forum" areas is restricted to 7:00 a.m. – 7:00 p.m. daily for a maximum of three (3) hours per scheduled event. Events are limited to three (3) days. Two (2) groups may not occupy the same location simultaneously.

Demonstrations, rallies, peaceful assemblies, speak-outs, etc., must be conducted in designated "Limited Public Forum" areas. Areas generally considered to be "Limited Public Forum" are the west end of Red Square, University Hill, and entry areas to both the Guerrieri University Center and the Commons. These areas have been designated because they are not likely to interfere with the routine of the University and, at the same time, will allow access to an audience, as these are high traffic areas. Other forum areas may be approved on a "one by one" basis considering the unique needs of a specific occasion/event.

Area's that are not "Limited Public Areas" include, but are not limited to, office areas, classroom buildings, libraries, residence halls, dining facilities, and other spaces reserved for specific use, etc. Activities such as soliciting, selling, petitioning, surveying, and publicizing are specifically prohibited in the aforementioned areas of the University.

<h3>SALISBURY UNIVERSITY ALCOHOL BEVERAGE POLICY</h3>
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All alcoholic beverage service must be provided by the University. Organizations will be charged at current rates, and service will be in accordance with the policies listed in the University's Catering Brochure and the Policies and Procedures Guide for Registered Student Organizations.

All events with alcoholic beverage service must be substantially food related and include the availability of alternate beverage(s). Furthermore, the organization must agree to

adhere to the spirit/intent of the University's philosophy regarding the use of alcoholic beverages: recognition that the use of alcohol is a personal choice and that individuals are responsible for their behavior while using alcoholic beverages. It is clearly understood that drunkenness or vandalistic disruptive behavior sometimes associated with it is not an acceptable norm of conduct on the Salisbury University campus.

Further, it is understood that the organization is responsible to insure the conduct of its membership. Additionally, the University reserves the right, without penalty, to refuse service of alcoholic beverages to an individual or to discontinue service at a function if, in its opinion, it is in the best interest of the University. It is further understood that the University can assume no liability in the event that the Board of Licensing Commissions refuses to grant a license.

Additional guidelines regarding the service of alcohol in hospitality areas within the Residence Halls are found in Addendum 5. Any exceptions to these guidelines must be made by the President.

PROHIBITION OF "FRONTING" ACTIVITIES

As noted, access to University facilities is designed primarily for University departments, administrative units, and currently registered student organizations in furtherance of the educational mission of the University. A limited number of other individuals and organizations have also been granted access based on their direct association with the University. Any sponsoring individual or organization that reserves space for the purpose of allowing non-university groups or vendors to advertise, hold meetings, and/or sell items without the expressed understanding and permission of the Office of Conference Services and Facilities Reservation is responsible for "fronting."

"Fronting" is defined as permitting a non-university individual or organization to use University space/facilities and services under the guise that the activity is a University-sponsored program.

All of the following characteristics should be met in order for an event to be considered University-sponsored and to avoid the allegation of "fronting":

- (1) The attendance of the group must be primarily campus-related individuals.
- (2) Presenters fees are paid for by University organizations/departments;
- (3) The primary advertising is directed toward University organizations.
- (4) All planning and/or production must be handled by the University-sponsoring group.
- (5) All scheduled events must be within the scope of the University mission.

Non-university individuals/organizations are required to schedule the University space through The Office of Conference Planning and Facilities Reservation and pay for the use of space and services in accordance with current policy and fee schedules. Determination

of fronting situations is made by the Director of the Conference Planning and Facilities Reservation.

FACILITIES/SERVICE FEE PAYORS

Of those individuals and/or organizations that have access to facility and service use at Salisbury University, no fee, discounted fee, or full fee charges may be applied in accordance with the following group descriptions. Definitions for these groups are provided below; examples of charged, discounted, and waived groups are listed in Addendum 6 of this Policy.

Questions or concerns about the assignment of any organization to a particular group below should be addressed to the Director of Conference Planning and Facilities Reservation.

Group 1: Pre-paid users for whom no fee is charged

This group has two categories:

1. **Any student event or meeting** (including regularly scheduled academic classes, exams, special academic presentations). Under the present University policy, each student pays a facility fee that entitles him or her to use University facilities without charge. The University, recognizing that campus facilities are primarily here to benefit and support student organizations, events and interests, provides students the first opportunity to schedule space at no charge in University Facilities including classrooms, auditoria, and athletic facilities.

Student requests for space must be associated with a student organization or an academic course project event. Individual student requests for space are not permitted. A student organization must be sponsored by an academic department, a Campus Recreation Sport Club, be recognized by the SGA, or have begun the process to become recognized by the SGA.

Student organization requests should fulfill a purpose of the organization. Academic course project requests should only be for the actual event. Any requests for space that are not for the actual course project event must be submitted by the instructor of the course.

1. **Faculty/Staff conducting University business.**

Group 2: Affiliated groups are defined as co-sponsored and/or adjunct organizations for which facilities fees are waived.

Note: Cost recovery rates will be charged for all events and activities when a registration or a testing fee is required to take part in the activity. An exception to this policy will be made for faculty-sponsored conferences under specified conditions.

Fees will be waived for faculty-sponsored conferences where a registration fee is charged if and only if:

- a. Classrooms and lecture halls within academic buildings are used for all conference meetings.
- b. The classroom facilities are used in their normal configurations without extraordinary support such as set-up and clean up.
- c. Financially self-sustaining auxiliary facilities, such as Dining Services and Event Technical Services, continue to apply appropriate charges;
- d. The faculty member who is sponsoring the conference is not receiving additional compensation for arranging the conference;
- e. The event is directly related to professional/academic interests and not related to personal concerns (hobbies, social organizations, etc.), and
- f. Department chair and Dean approval is received.

There are two basic user types included in this group:

1. **Co-sponsored events** – Activities or programs which are provided through the University but involve non-University clients (such as Wicomico County Leadership Workshop, Wicomico County Scholars Seminars, or other educational oriented programs).
2. **Adjunct organizations**- Programs which are sponsored by a University-sanctioned group directly related to the mission of the University (such as Access Channel 26, AmeriCorps, Conflict Resolution, NABB Center, Small Business Development Center, P.A.C.E., Center for Professional Development, and Shore Can).

In special circumstances, courtesy adjunct organization status will be extended to individuals and organizations with which the University has significant educational and strategic relationships. The President or her/his designee may grant this status.

Individuals and organizations listed under Group 2 who has required a fee for entry into an activity or event will be charged cost recovery rates based upon direct hourly costs for the respective auxiliary department, services, and facilities provided. Direct costs include the labor for setups and breakdowns, housekeeping, utilities, etc.

Group 3: External Groups and Organizations

User types in this category include:

1. All off-campus individuals or organizations, for profit and not for profit, using University facilities and/or services. All groups falling in this category will be charged market rates adjusted annually for facility rentals and other conference services.

A not-for-profit organization must be a corporation, trust, or unincorporated association which must meet the following requirements;

- Must be organized and operated exclusively for a charitable purpose;
- Net earnings may not inure to the benefit of any private individual or shareholder;
- No substantial part of its activity may be attempting to influence legislation;
- No action of the group may intervene in political campaigns; and
- No part of the purposes or activities may be illegal or violate fundamental public policy.

Exceptions to charging conference rates require the approval of the President's office via the Assistant to the President for events such as those requested by regional and state political leaders, major donors, etc.

Group 4: Faculty, Staff, Alumni, and Major Donors – when using facilities for personal, non-University related events

1. Groups in this category having a direct affiliation with the University will be charged a special rate below the Non Profit rate.

FACILITIES/SERVICES FEES

Reasonable facilities and service fee rates are reviewed and set annually. The current schedule of fees is attached in Addendum 7, "Facility Rental Charges." Questions on these fees may be addressed to the Office of Conference Planning and Facilities Reservation at (410) 543-6172 or (410) 548-3344.

CANCELLATION AND FACILITY SUBSTITUTION POLICY

University Cancellation Provisions:

Salisbury University reserves the right to substitute an alternative space for any facility reserved for a non-affiliated University function if deemed necessary to conduct official University business or special programs.

In extremely rare situations, due to factors beyond the control of the University, such as weather conditions, unavailability of facilities due to physical damage, or mechanical breakdown of support systems, etc., the University may cancel a previously scheduled non-University event without penalty. In the event of a weather emergency in which the University is closed, outside catered events and facilities reservations may be cancelled.

Client Cancellation Provisions:

The Office of Conference Planning and Facilities Reservations require a non-refundable facility fee and service charge (if applicable). Exceptions are made at the discretion of the Director on Conference Planning.

University Catering Cancellation Provisions:

Cancellations and Late Bookings: To avoid charges for food and scheduled labor, cancellation of scheduled functions must be made no later than 48 hours prior to the event. Cancellations made less than 48 hours beforehand will incur a charge of 50 percent of the anticipated function charge.

CHANGES TO POLICY AND FAILURE TO COMPLY

All policies and guidelines presented in this document are subject to review and change without notice. Facilities and services fees will be reviewed annually to assess and establish fair and reasonable costs and charges.

Failure to comply with the policies described may result in the assessment of charges to recover the costs of services scheduled and/or performed, the suspension or revocation of scheduling privileges, and/or the closing of an event requiring restitution for expenses or damages.

ADDENDUM I

USM BOARD OF REGENTS POLICY ON PUBLIC MEETINGS

Salisbury University has developed and manages its Facility Use Policy in conjunction with that established by the University System of Maryland Board of Regents Policy 145.0 VI-4.10-POLICY ON THE USE OF THE PHYSICAL FACILITIES OF THE UNIVERSITY SYSTEM FOR PUBLIC MEETINGS, approved by the Board of Regents on January 11, 1990.

The Board of Regents guidelines state:

The physical facilities of the University System may be used for public meetings, including political meetings, if proper safeguards are provided to assure the orderly use of facilities.

Persons wishing to use a facility must apply to the proper administrative authorities. Each president will be responsible for adopting rules governing the use of its facilities, and procedures for the application for such use.

A reasonable charge may be made to cover costs of such facilities, including utilities, police protection, janitorial service and other necessary expenses.

Permission to use a facility does not imply endorsement by the university or its institutions of the view or programs of the user.

ADDENDUM 2

Guidelines for use of the Miller Alumni Garden

Given the proximity to the President's Residence, permission must be attained (by Presidential signature) before final approval for any event in the Miller Alumni Garden is given. The Office of Conference Planning and Facilities Reservations must notify the President and the Alumni Office in writing as soon as a qualified request has been made for the garden.

Existing "Salisbury University Facilities Use Policy" guidelines will apply to the Alumni Garden, with the understanding that alumni will be given preference if more than one request is received for the same date/time. A reservation shall be considered binding only after the facility license agreement has been completed and returned to Salisbury University and all deposits have been received.

Alumni Relations will identify an Event Manager, who will meet with the Office of Conference Planning and Facilities Reservations and Catering before an event, and who will be on premise in the Alumni Garden during the event, as well as whatever time is needed prior to and following the event. Additional fees will apply.

Reservations and billing will follow the process already in place for renting and/or catering anywhere else on campus with some special requirements and restrictions.

- Consistent with SU catering policy, wedding receptions can only be held during non-academic periods, which means January, spring break, or summer.
- The minimum number needed to reserve the garden is 50 people, also consistent with present SU catering policy. The suggested maximum number is 200, considering parking, close proximity to the President's Residence and other neighbors.
- Events in the Alumni Garden will need to end by 8 p.m. in summer, in order for Catering, and all others to be able to tear down, clean up, etc. by dark.
- For a party of 75 to 125, customer would need to rent one portable toilet. For a party over 125, customer would need to rent two portable toilets.]
- Clients must make arrangements for food catering and linens, etc. with University Catering Services.
- Clients must make their own arrangements for decorations, flower arrangements, entertainment, and other such details relating to receptions or social affairs.
- Music is limited to a DJ or non-amplified live music.
- Rehearsal on Friday cannot start until 5 p.m. (after normal business hours) specific times must be given to the Conference Planning Office in advance.
- In order to maintain the integrity of the house, garden and grounds, please remove all decorations and personal belongings promptly. Salisbury University will not be responsible for rental equipment or personal belongings left at site.
- We ask that you use biodegradable products such as fresh flower petals, birdseed or bubbles as part of your celebration, (Rice or silk pedals are not allowed)
- You are responsible for payment and arrangements of chair, tent rentals, and decorations and if required porta pots (We cannot provide storage for any rental equipment.)

- Salisbury University is not responsible for a rain location unless scheduled in advance with the Conference Planning office. If a facility is not available, you must make other arrangements.
- Salisbury University does not permit alcoholic beverages to be brought to campus. This is in accordance with the policies listed in the University's Catering Brochure Policies and Procedures Guide. University Catering Services is required to purchase and serve all alcoholic beverages. Since you have not requested SU's catering service, alcohol is not permitted at this location or any other SU property.
- CANCELLATION POLICY INCLEMENT WEATHER:
- You must call the Conference Planning Office at 410-543-6172 by noon on Wednesday before weekend ceremony (no exceptions)
- Administrative fee will be deducted from your deposit.
- PHOTO SHOOT:
- No facility charge for photo shoots only.
- Contact Alumni House at 410-543-6042 to schedule.
- Alumni House will assume all responsibility and notify University Police.

ADDENDUM 3

Guidelines for use of the Ward Museum of Wildfowl Art

The Ward Foundation, a non-profit organization, makes its museum facilities available for use by individuals, groups, corporations and other non-profit organizations. All profits from facility rentals are used to support Museum operations and educational programs in the community.

The Ward Museum of Wildfowl Art is a dramatic contemporary complex overlooking Schumaker Pond in Salisbury, Maryland. The Museum is nestled in the woods by the shoreline. Ducks, geese, heron, osprey, egrets and red-winged blackbirds regularly visit this spectacular location.

Note: The Office of Conference Planning and Facilities Reservation do not schedule events for the Ward Museum of Wildfowl Art. Please contact Ward Museum staff (410-742-4988, <http://www.wardmuseum.org/>) for scheduling of events at the Ward Museum. A copy of the Ward Museum Guidelines is included in the SU Facilities Use Policy for general information.

Guidelines for Use of the Ward Museum Facilities:

Existing use of the Ward Museum's "Agreement for Use of Facilities" and "Catering Agreement" will apply. Reservations and billing will follow the process already in place for renting and/or catering. The Ward Museum facility rentals are strictly subject to availability. Caterers are available from an approved list provided by the Ward Museum's Facility Rental Coordinator.

The following facilities are available.

1. *Main Lobby* – Large glass-walled area overlooking serene and beautiful Schumaker Pond. The lobby is suitable for cocktail parties, buffets, receptions, and small dinner parties. The lobby is approximately 2,000 sq. ft. with a capacity of 250. The capacity for dinners is a maximum of 100. Tables and chairs should be coordinated with the Museum's Facility Rental Coordinator.

Daytime Events - The Main Lobby is available Monday through Friday for daytime events (between 10:00 am and 5:00 pm). Daytime Lobby Events are **not available** on Saturday and Sunday. Daytime events extending beyond 5:00pm will pay evening rate.

Evening Events -The Main Lobby is available Sunday through Saturday for evening events (between 5:00 pm and 11:00 pm).

2. *Education Center* -The Education Center is available when not in use for museum programs. It is approximately 1,000 sq. ft. with flexible seating and a projection screen suitable for meetings and seminars. The capacity for meetings is 75 people; for meal service, 65 people. Rental of the room includes 50 chairs and 9 tables (5'x 2'). Education Center rates are based on events of 3 hours or less. Over 3 hours, additional time is \$50.00 per hour.

Daytime Events –The Education Center is available Sunday through Saturday (between 10:00am and 5:00pm). Events extending beyond 5:00pm will pay the evening rate.

Evening Events -The Education Center is available Sunday through Saturday (between 5:00pm and 11:00pm).

3. *Galleries*

Daytime Events - Guests may tour the galleries during public hours for \$2.50 per person.

Evening Events – There is an additional charge of \$50.00 for open galleries during evening events.

4. *Deck* - Stands just above the pond, enabling guests to see the abundant wildlife around the museum.

Additional information:

- The Gift Shop will remain open while the galleries are open at no extra charge.
- There is an additional charge of \$80.00 for cleaning services when food or beverages are served.
- Tables and chairs should be coordinated with the Museum's Facility Rental Coordinator.

ADDENDUM 4

Application for Limited Public Forum Meetings

All INDIVIDUALS/ORGANIZATIONS MUST COMPLETE THIS SECTION:

Name of Person/Organization Requesting Space: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of Person Responsible for the Event: _____

Address of Person Responsible for the Event: _____

Phone Number of Responsible Person: _____

Affiliates of Persons and Organizations: (see Policy Section): **LIST NAMES, ADDRESS AND PHONE. IF NOT COMPLETED, THE APPLICATION WILL NOT BE PROCESSED!**

Type of Event: _____

List Event Participants: _____

Day/Date(s) of Event: _____ Time: FROM _____ TO _____

It is understood that approval for this event is based on the University Policy on access to "Limited Public Forum" areas. It is understood that the Campus Police will be notified of the event and that they are likely to visit the event one or more times during its progress to ensure compliance with University policy. MY SIGNATURE BELOW INDICATES MY AGREEMENT TO CONDUCT THIS EVENT IN ACCORDANCE WITH UNIVERSITY POLICY, AND I UNDERSTAND THAT IF I VIOLATE SUCH POLICY, I MAY BE REQUIRED TO CONCLUDE THE EVENT. I understand and agree to abide by all policies/regulations related to this event.

PERSON REQUESTING AND RESPONSIBLE FOR EVENT _____ Date _____

(To be completed by University official)

Desired/Designated Location _____ Facilities Res. Manager _____ Date _____

Approval _____ Date _____

ADDENDUM 5

ALCOHOL POLICY REGARDING HOSPITALITY AREAS SET UP IN THE RESIDENCE HALLS

1. Hospitality areas will only be permitted for groups consisting of residents who are all of legal consumption age. **Alcoholic beverages may not be sold to anyone under any circumstances.**
2. Any group requesting the use of a resident hall space for this type activity must submit its request in writing to the Conference Planning Office with the following information:
 - The date and time for each hospitality event
 - The anticipated number attending each event
 - The purpose of the event
 - The type of space needed
 - A list of food items to be provided at the function

Note: Each hospitality event will be limited to (2) two hours of serving time. This does not include the set up and break down time. No hospitality event is permitted to operate after 12 o'clock midnight.
3. The hosting group will only be allowed to bring into the designated space the appropriate amount of alcoholic beverages required for the specific event. Storage of alcoholic beverages is not permitted in the resident halls for future events. All containers, trash, and remaining alcoholic beverages must be removed from the hospitality area at the end of each event.
4. No alcoholic beverage is permitted outside the hospitality area in bottles or cans. The hosting group may only dispense alcoholic beverages to guests who are of legal age and are guests of the specific conference residing on campus. **Underage drinking by staff or students is expressly prohibited. Distribution of alcohol to underage students or staff is a violation of University policy and Maryland law. Disregard for these prohibitions will result in the cancellation of the group activities with no refunds returned.**
5. An appropriate amount of food must be provided at all hospitality functions.
6. Salisbury University reserves the right to monitor each hospitality event. If in the opinion of the University staff any individual or group is in violation of the spirit of this policy, the University reserves the right to stop the distribution of alcoholic beverages to same

and/or close the hospitality area. It is understood that all individuals are accountable for their actions at each hospitality function.

7. If the hosting group fails to adhere to the described stipulations, the University will require that any future hospitality function requiring alcoholic beverages be provided and managed by Salisbury University's Dining Services Department.

In all cases, it must be understood that any unacceptable behavior due to the consumption of alcohol, regardless of the circumstances, will not be tolerated by the University.

ADDENDUM 6

DEFINITIONS AND EXAMPLES OF FEE PAYING AND NON-FEE PAYING GROUPS

Group 1: Pre-paid users

This group has two categories:

1. Any student activity or program (including regularly scheduled academic classes, exams, special academic presentations). Under the present University policy, each student pays a facility fee that entitles him or her to use University facilities without charge. Management, recognizing that campus facilities are primarily here to benefit and support student activities and interests, provides students the first opportunity to schedule space in auxiliary buildings. Available space is then scheduled upon request for all other users.

2. Faculty/Staff conducting University business.

Examples of Prepaid Users:

Athletic Department Recruiting Programs
Bernstein Awards
Career Day
Career Services Recruiting Programs
Career Services Job Fair
Career Services Education Job Fair
Cultural Affairs Events Series
Department of Housing Meetings/Programs
Department of Nursing Orientation
Department of Nursing Testing
Education Job Fair
Faculty Senate Meetings
Family Weekend
Final Exams
Forum Meetings
Graduation Programs
Great Leader Lecture Series

Homecoming
Loans-Entrance and Exit Interviews
New Student Experience Programs
 Freshman Preview
 Transfer Students
 Classes
Multi Ethnic Student Services Visitation Programs
Multi-Cultural Festival
Open Houses
Physical Education Orientation Programs
Poetry Readings
Registration/Drop Add
Riall Lecture Series
SOAP Programming
Social Work Department Field Workers' Programs
Social Work Orientation Programs
Staff Senate Meetings
Student Health Services Programs
Student Activities Programming
Student Organizations' Programs
Welcome Week Programming

Group 2: Fees waived except for events and activities where a registration or testing fee is charged to participants. When participants have paid a registration fee or a testing fee to take part in the event or avidity, these groups will be charged at the cost recovery rates.

Included in this group are two basic user types:

Co-sponsored events – Activities or programs which are provided through the University but involve non-University clients.

Examples of co-sponsored events:

Academic Affairs -GED Testing
Alzheimer's Workshop
Art Department - Salisbury Wicomico County Arts Council
Chemistry Department - Chem Comp
English Department -Eastern Shore Writing Project

English Department – International Film Conference
English Department – English Literature Conference
Habitat Dinners/Programs
Henson School of Science – American Society of Safety Engineers
History Department - Women's Recognition Day
History Department - Buffalo Soldier Workshop
Honors Department - Honors Conference
Math/Sciences - Computer Bowl
Math/Sciences - High School Math Competition
Maryland Wheelchair Games
Modern Languages - Maryland Foreign Language Association
Modern Languages - Sign Language Interpreter Conference
Music Department - National Piano Guild Auditions
Music Department - MSMTA Conference
National Honorary Groups
Seidel School of Education - National Teachers Exams
Physical Education - Eastern Shore Senior Games
President's Office - President's Club
- Gala
Psychology Department - Eastern Shore Institute for the Advancement of
Thinking
Respiratory Therapy - Partners in Respiratory Care Excellence Symposiums
Sea Gull Century
Social Work Department - Rural Health Conference
Social Work Department - Conference on Child Abuse
Social Work Department - Mid Shore Mental Health
Tidewater Environmental Health
Wicomico County Leadership Program
Wicomico County Planning Commission
Wicomico County Scholars Program

Adjunct organizations – Programs that are sponsored by a University-sanctioned group directly related to the mission of the University.

Examples of Adjunct Organizations:

Access Channel 26
Alumni Relations
Atrium Gallery Exhibits

Center for Conflict Resolution
Cultural Affairs and Museum Programs
ESOL
NABB Center
P.A.C.E
Salisbury Symphony Orchestra Shore Can
University Advancement
W.S.C.L Radio

Grants/Community Outreach

AmeriCorps (Shore Corps/PALS)
B.E.A.C. O.N.
Bilingual Education -ESOL; May Literacy Lab
GEAR Up
NABB Research Center
Small Business Development Center (SBDC)
Service Learning
Shore Can Volunteer Center
Center for Professional Development (CPD)

Group 3: External Groups and Organizations

Groups in this category will be charged fair market rates for direct costs for facility use, set-up, and other conference services.

User types in this category include:

1. All off campus individuals or organizations using University facilities and/or services. (Exceptions to charging of conference rates require the approval of the President's office for events such as those requested by regional and state political leaders, major donors, etc.)

Group 4: Faculty, Staff, Alumni and Major Donors – when using facilities for personal, non-University related events

Groups in this category having a direct affiliation with the University will be charged a special rate below the Non Profit rate.

1. User types in this category include: Faculty, Staff, Alumni and Major Donors

ADDENDUM 7

Birthday Party Policy Birthday Parties for People Ages 13-21

Part I

Group 4: Faculty, Staff, Alumni & Major Donors (See Page 9)

- Must have affiliation with Salisbury University (Faculty, Staff, Alumni and Major Donors.)
- All food and beverages must be supplied by Salisbury University.
- You may bring in a cake made by a professional at a licensed facility.
- Minimum food purchase equal to \$5 per person for ages 6 and older.
- 5 and under are ½ price.
- All fees must be pre-paid.
- To promote safety at your event, a minimum of 1 Salisbury University police officer (at approximately \$36.00 an hour) will be required. The amount of officers will be determined by the SU Police Dept. (student assistant officers at approximately \$8.00 per hour per student may be required to assist the Salisbury University Police with electronically scanning your guests.)
- Guest list must be provided by licensee to Salisbury University Police Dept.'s Dispatch Office and to Lt. Brian Waller at least 3 business days prior to your event. You may deliver your list to their offices located at the East Campus Complex on Wayne Street and Power Street or you may e-mail to the following addresses: Dispatch@Salisbury.edu and to Lt. Waller at BRWaller@Salisbury.edu.
- You must provide 72 hours (3 days) cancellation notice of your event or you will forfeit the catering fees and University Police charges. Facility fees are non-refundable.
- You may be required to have a maximum number of guests that can attend your event.
- If any individual attending the event is observed to be under the influence of alcohol or illegal drugs they will be denied entrance, escorted out of the building at University Police's discretion.
- The University reserves the right to restrict event attendance if a question of safety or the welfare of the University is in question.
- The Salisbury University Police Chief or their designee reserves the right to terminate disorderly events determined that such termination would be in the best interest of your guests, Salisbury University and its staff.
- Music cannot be amplified and must be contained in the room.
- If a DJ is at your event, they will have to conclude their music/time half hour prior to the end time stated in your license agreement. This will allow for guest's departure and your event to conclude on time.
- Your DJ is responsible to supply the necessary electrical equipment and sound system required for your event.
- Decorations must be discussed with the Conference Planning office; confetti and sparklers are not permitted. Candles must be contained in a glass container.
- Other events may be scheduled in surrounding area. Your party should be contained in the (assigned) room. Loitering is not permitted outside the room.*
- Children under 18 should be supervised by a responsible adult at all times.

ADDENDUM 7
(Continued)

Birthday Party Policy
Birthday Parties for Age Groups 1-12 Years or 22 Years and Up

Part II

Group 4: Faculty, Staff, Alumni & Major Donors (See Page 9)

- All requests for birthday parties must have direct affiliation with the University (Faculty, Staff, Alumni and Major Donors)
- Scheduling Exception: If the event is a surprise birthday party for the affiliate, then another immediate family member can reserve space.
- The event cannot be just a "dance/party" event. Substantial food must be ordered.
- All food and beverages must be supplied by Salisbury University.
- You may bring in a cake made by a professional at a licensed facility.
- Minimum food purchase equal to \$5 per person for ages 6 and older.
- 5 and under are ½ price.
- All fees must be pre-paid.
- University Police may be consulted with to determine if security is required for your event.