

Sara D. Spencer Event Hall - Guidelines

Meeting and Conference Facilities

The space can be configured for your group of 15-100 participants.

Banquet Facilities

The space consists of 1,850 sq. ft., which can accommodate up to 100 guests.

AV Equipment

The space offers state of the art AV equipment for your meeting needs.

Equipment includes:

- Built in projection screen for computer, overhead, or video projection.
- VCR, DVD and CD.
- Built in sound with cordless and corded mics.

A short tutorial is required before using the equipment. Contact Christine Shaw, Administrative Coordinator, Center for International Education at shaw_christine@columbusstate.edu or 706.565.3082 to schedule.

Booking Information

Checking availability of the space - Contact Christine Shaw, Administrative Coordinator for the Center for International Education, at shaw_christine@columbusstate.edu or 706.565.3082 to find out if the space is available for the date of your event.

Reserving the Space - Complete the Room Reservation Form, located on the CIE website at <http://cie.columbusstate.edu/eventhall.php>, and return it to Christine Shaw via inter-campus mail, in person or via email. Do not fax the form as receipt of such cannot be guaranteed. Upon receipt of the completed form by Ms. Shaw, the space will be booked and a confirmation e-mail will be sent to the requestor, along with an invoice.

Student Events – Student groups may reserve the space during regular department hours – M – F 8am – 5pm with no CSU faculty or staff member required to be present. Any student events scheduled after 5 pm on weekdays or anytime on weekends require that a CSU faculty or staff member reserve the space for the group and be present during the event.

Responsibilities of person booking the space -

- They must be present during the **entire length of the event**.
- They are responsible for locking the building at the conclusion of the event when applicable.
- They are responsible for leaving the space clean and orderly.
- They are responsible for picking up and returning the key.
- The key must be obtained from CIE. Entry will NOT be allowed through Campus Safety unless previously agreed upon.

Weekday events after 5pm - The requestor will be responsible for picking up the key from CIE on the day of the scheduled event and returning it by 5 pm on the next business day.

Weekend events - The requestor will be responsible for picking up the key from CIE on the Friday before the event and returning they key by 5 pm on Monday.

Decorations / Signs / Banners

All decorations must be approved through the Building Coordinator – Ms. Christine Shaw.

You may not:

- Affix any article to walls, ceilings, floors, or woodwork by using tape, drilling holes, driving nails, or placing screws.
- Affix any signs, advertisement or notices to the facilities, inside or outside, or attached to any part thereof. (w/o approval of Building Coordinator)
- Block emergency exits or service exits with decorations or equipment.
- Put nails, tacks, screws, or staples on walls or doors.
- Use confetti, glitter, bubble gum, rice, silly string, birdseed, or sparklers.

No open flame, including candles, are allowed.

All extension cords must be taped down to insure safety.

All tables must be appropriately covered with linens.

Exceptions to these rules for specific events must be made by Building Coordinator.

The removal of decorations from the facility is the responsibility of person(s) using the space.

Set-up and breakdown of equipment, tables and chairs

The space is equipped for all types of meetings. We can reserve your space 1-3 months in advance depending on the event. We have a podium and AV equipment available. Table and chair set-up as well as breakdown and clean-up of the space will be requested by Christine Shaw, Administrative Coordinator, CIE, upon receipt of the completed Room Reservation Form. (Form can be downloaded from our website at <http://cie.columbusstate.edu/eventhall.php>.)

A set-up or breakdown charge may apply. This cost varies based on date/time of set-up or breakdown of the event and whether or not the contracted crew is already on campus for other events.

Caterers

All catering must be coordinated with **Aramark Columbus State University**. No other caterer or vendor may deliver, set up, or breakdown items at an event.

Tables and Chairs

Tables and chairs available for your event include:

- Tables - 5 ½ foot x 17 ½" rectangular – 17
- Round dining tables – 60" - 10
- Cushioned chairs w/armrests – 60
- Plastic chairs w/out armrests – 40

Table Linens

Charges for table linens are included in the fee for use of the space. Exception is: no linens are provided for non-CSU or third-party events.

Event Hours

The space is available 7 days a week for your event. The office area of the building is locked after 5pm and on weekends

Note: Event hours start with the 1st person's arrival and extend to the last person's departure time. This includes caterer, florist, or other event affiliated persons.

Charges

A fee applies for all events (See Room Reservation Form on the website.) Exceptions include: administrative and academic department meetings where no food is served and no linens are ordered through University Support Services.

Support Staff

A CIE staff member will be present only if the event takes place within CIE office hours (M-F 8 am – 5 pm).

Parking

Parking is located at the back of the facility, and can be accessed from University Ave. Overflow parking is located across from CCT. Vehicular traffic and parking is not permitted on any lawn, walkway, or brick area.

Cancellations / Refunds

Cancellations must be made by contacting Christine Shaw directly by phone, e-mail or in writing. CIE will not be held responsible for any cost the group has incurred should the event need to be canceled due to CIE conflicting events.

Refunds for fees paid to book the space will only be given with a 5 business day advance notice. If the event is cancelled less than 5 business days in advance, a refund is up to the Building Coordinator.

Clean-Up

Clean-up will be requested by CIE through University Support Services. There will be a cleaning charge for weekend non-CSU events. This charge will be included in the fee paid to use the space.

Catered event food clean up will be the responsibility of Aramark Columbus State.

Damages

Client assumes all responsibility for damages due to neglect or contract violation. The client further agrees that fees will be billed for any cost if damage occurs. If damage occurs, a CIE staff member should be contacted promptly in order to insure facility and client safety.

Guest Conduct and Liability

Client agrees to conduct the event in an orderly manner in full compliance with applicable laws, regulations, and Sara D. Spencer Event Hall rules. The client assumes full responsibility for the conduct of all persons in attendance and for any damage done during the time period that premises are under the patronage of the client. A CSU waiver of liability form signed by the requestor is required.

Clients may consider additional insurance for their event and safety. (General Clients: Some Homeowner's insurance policies can be endorsed to cover the facility for your event, or you may purchase a single event policy. Businesses: If your company already has general liability insurance, an additional insured can be added to an existing policy for a nominal fee. All documents are due at least two weeks before the event.)

Licenses / Permits / Taxes

Requestor agrees to pay promptly all taxes, excise or license fees and to take out all licenses or permits for use of space as required by federal, state or local laws and ordinances. Client agrees to provide evidence of same to facility if requested. Client also agrees to advise all exhibitors offering goods for sale that applicable sales tax must be filed; designating sales were made in the City of Columbus, County of Muscogee, and State of Georgia.

Indemnification

The Client agrees to indemnify and hold Columbus State University, Foundation Properties, Inc. and its employees harmless from and against all losses, costs, expenses, claims, "suits", damages and any other liability arising out of such client's negligence and their use of the facilities.

Public Safety

Client agrees to conduct their activities at all times with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety and with facility to assure such safety. All portions of the sidewalks, entries, doors, passage, halls, corridors, stairways, and all ways to access to public shall remain unobstructed by client. Client agrees not to bring onto the premises any materials, substances, equipment, or object which is likely to endanger the life of, or to cause bodily injury to, any person on the premises or a hazard to the property. The Facility Event Manager shall have the right to refuse any such materials and further right to require its immediate removal from the facility. Should it become necessary in the judgment of the Facility Event Manager to evacuate the premises because of bomb threat or for any other reasons of public safety, the client will retain possession of the facility for sufficient time to complete presentation of event activity.

Lewdness Code

Per City of Code 14-97, no lewd or indecent action, conduct, language, pictures, or portrayals shall be included in the activities or events presented by client. Client agrees to abide and be bound by the decision of the owner should any questions arise under this paragraph.

Smoking

Smoking is not permitted on the CSU campus, or in the Sara D. Spencer Event Hall. It is a violation of ordinance (Article VI, Section 42-123) for any person to smoke within any portion of CSU properties. Conviction of a violation is a misdemeanor offense, punishable by a fine. Any person caught in violation of this ordinance may be issued a citation and ejected from the CSU property. The ordinance applies to client's agents, officers, directors, representatives, licenses, invitees, patrons, guests, employees, contractors, and subcontractors.

Set up / Load out

Client assumes all responsibility for any goods or materials, which may be placed in storage with facility before, during, or after event. Removal of all event set up equipment or decorations must take place at end of the event, unless authorized by Facility Event Manager.

Deliveries / Loading

Delivery/ service access to the Sara D. Spencer Event Hall is located at the back of the building. Vehicular traffic and parking is not permitted on any lawn, walkway, or brick areas. All articles, exhibits, displays, etc. shall be brought into or out of facility only at such entrances and during such hours as designated by the facility.

Unavoidable Happening

If, for any reason, an unforeseen event occurs, including, but not limited to fire, casualty, acts of God or other occurrences which renders it impossible for the fulfillment of any term of this lease, the client shall have no right to nor claim for damages against Columbus State University, Columbus State University Foundation Properties, or its employees.

Alcohol Restrictions

The serving of alcoholic beverages is permitted in the Sara D. Spencer Event Hall. All alcoholic beverages served on facility property must be dispensed by and coordinated with Aramark Columbus State. Laws of the State of Georgia apply. Bartenders must be at least 21 years of age. Guests under the age of 21 may not be served alcoholic beverages. Care should be exercised not to serve alcohol to anyone who has exceeded his or her limit of alcohol. The service of alcohol should be discontinued at least 30 minutes before the conclusion of the event. Red wine and red punch are prohibited at indoor events unless prior approval has been given by the facility manager. A Security Officer must be hired at \$25 per hour for a minimum of 4 hours or for the duration of the function where alcohol is served. The request for a Security Officer needs to be completed 10 days prior to the event in coordination with the Facility Event Manager and Chief Drew of the CSU Police.

Advertising

All advertising with the CSU CIE logo or name included must be submitted to the Facility Event Manager for prior approval.