

# Policies & Procedures

2022-2023

## Exhibit C

SOUTHEASTERN  
UNIVERSITY

Event Services

Requests for the use of Southeastern University's facilities should be directed to the Office of Event Services, **863.667.5448** or **events@seu.edu**.

## RESIDENCE HALLS

### Check-In & Check-Out

**Check-in is 1:00 PM or later, and check-out is 9:00 AM.**

Housing check-outs after 10:00 AM are subject to a late check-out fee, unless a late check-out time was prearranged with and approved by Event Services. During group registration hours, the lessee must provide personnel at the main entrance to greet and guide guests to the registration location.

### Keys

#### Housing

**Housing charts and a list of participants are due three (3) days prior to arrival in order for Event Services to adequately prepare housing needs.** Keys will be distributed based on housing charts. Prior to the start of any overnight event, Southeastern University personnel will issue swipe cards to the lessee leadership for the residence hall rooms.

#### Distribution

Event Services will provide highlighted key sign-out sheets. Highlighted rooms signify that the swipe cards have been made and placed into the respective building's key box. Highlighted rooms' keys are present and accounted for. The lessee leadership can use these sheets for camp or conference participants to initial, signifying that they have either taken or returned their swipe cards.

#### Responsibility

Once Event Services relinquishes control of the key boxes to the lessee prior to the commencement of the event, the lessee assumes full responsibility for the boxes until they are returned on the final day of the event. All keys distributed to the lessee are the responsibility of the lessee, regardless of whether or not keys are assigned to specific camp/event attendees.

#### Room Access

Up to two sets of master metal keys and/or swipe cards will be provided. Should a member of the rental group lock him or herself out of a room, it is the responsibility of the rental group to provide access. **University personnel will not provide access to event members who are locked out.**

#### Return

At the conclusion of the event, the lessee will account for all swipe cards to be returned to Event Services in the same order/organization in which they were originally provided. **Any door access cards not returned to Event Services by the lessee's designated checkout time period will be considered "lost" and will incur a \$10 charge per lost key.**

#### Late Key Batch Return

A late return fee of up to \$250 may be incurred if the lessee does not return their camp's batch of keys to Event Services staff by the time noted on the Key Sign Out Sheet (provided at the time of key exchange).

#### Loss

In the event that a residence hall swipe card is lost, a key replacement fee of \$10 will be charged for each missing swipe card. For any card swipes needing to be remade due to loss, Event Services will need the lost card's number. If the lessee is unable to determine the lost card's number, all cards for that suite must be remade, incurring a \$10 fee per card. **The loss of any master metal key will result in a \$500 charge, and the loss of any master swipe card will result in a \$500 charge, which will also be reflected in the final invoice.**

### Use of Rooms & Lobbies

- Furniture, including mattresses, may not be removed from their pre-existing locations in the residence hall rooms or rearranged within the rooms. Furniture may also not be relocated at any time or for any reason.
- Bed heights will not be adjusted by Event Services, nor may any member of a rental group unbunk, lower or raise a bed. Beds must remain in their original state at all times.
- Doors must remain closed at all times, and may not be propped open using the deadbolt or any other means. Windows must also remain closed at all times.
- Please keep snacks and beverages sealed in order to avoid attracting insects. Open food will be discarded by university personnel if discovered.
- Spills in any carpeted areas should be immediately dried with a towel or other cloth and reported to Event Services so that the spill can be cleaned by housekeeping as soon as possible. If the spill occurs after business hours, please report it to Event Services personnel the next morning.
- Designated lobbies of Aventura, Esperanza and Destino halls may only be used by overnight groups that are occupying these respective residence halls. These lobbies must be reserved through Event Services. No activity in the lobbies is permitted until the lessee leadership is present.

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## Accommodations

- If single-occupied rooms or unfulfilled sales exceed 10% of the final bed count (residents), single-occupancy rates will be charged to those rooms.
- Mixed-gender housing and shared restrooms are available only for members of a family.
- The number of participants able to use overnight housing may be limited due to space constraints and other simultaneous events taking place on campus. The lessee must inform Event Services of the estimated overnight housing guest numbers upon entering into the lease agreement. Event Services will assign residence halls based on availability. Significant increases in the expected number of overnight guests after the lease agreement is finalized may not be possible due to available space.
- Preliminary housing charts are due to Event Services 3 days prior

## Supervision

Southeastern University will provide a sheet of “top campus rules,” which must be distributed to all participants and reviewed verbally by the lessee’s leadership in a group session.

- Lessee groups involving children and teenagers must provide adequate adult supervision.
- All overnight lessee groups consisting of minors (children ages 17 and younger) must provide one live-in adult per 10–15 minors.
- Southeastern University will provide at least one on-call staff member who will be available during all overnight events.
- The lessee is responsible for providing sufficient curfew duty each night.

## FACILITIES

Southeastern University operates throughout the year. It is essential that the lessee not disrupt the ongoing function of the university. Facilities management staff will periodically enter residence halls and/or facilities during a rental period in order to perform regularly scheduled and preventive maintenance. All existing furniture/items must remain in their original locations at all times; no furniture may be moved from one building to another. If furniture is moved, a Reset Fee may apply (please see Fee Schedule document).

## Scheduling of Multiple Events

It is likely that more than one event may be scheduled on the campus at the same time, depending on the size of the groups. If this is the case, facility usage will be determined by Event Services based on the needs of each group.

## Bush Chapel & Johnson Chapel

- Chapel chairs are not to be rearranged without prior consent, and are not to be moved outside the chapels for any reason.
- All chapel furniture is to be treated with care. Chairs should not be stood on nor used in any manner that could possibly lead to damage.

- All lobby entrance doors must remain entirely unblocked at all times.
- The floor mats located in the Bush Chapel lobby must remain in place at all times.
- SEU’s instruments (including but not limited to pianos, keyboards, drums, etc.), risers and/or music stands are not available to lessee groups and use is prohibited.
- Food, beverages, and gum are not permitted.
- The lessee must inform Event Services of all A/V, lighting, fog and/or electrical needs at least 30 days prior to the event.
- Storage is not available.
- The Bush Chapel clock chimes each hour and cannot be disabled for any reason.
- Use of candle or open flame in Bush Chapel is prohibited.
- Requests by the lessee to darken Bush Chapel by covering windows must be presented to and approved by Event Services no less than 30 days prior to the event. Guidelines regarding materials will be provided after request has been received.
- Load-out and load-in times for lessee equipment must be clearly stated to Event Services in the event requirements rider. On the final day of the event, in order for the lessee to not be charged for additional technician hours, load-out must take place immediately after the service and before any scheduled meal service.
- Due to fire code restrictions, no tables, chairs or other promotional materials are allowed to be set up in the Bush Chapel lobby.
- The A/V systems may only be used with prior authorization and must be operated by university personnel only.

## The Furnace & Student Activities Center

- No activity in these locations is permitted until the lessee leadership is present.
- No spectators are allowed on the playing floors.
- No wood, tape, or other materials that could damage the playing surfaces are allowed in the gyms.
- Only those with approved athletic shoes (tennis shoes) are permitted to play in the gym. Cleats are not permitted inside The Furnace or Student Activities Center.
- The scoreboard, game clock (Furnace only) and sound system may only be used with prior authorization and must be operated only by university personnel.
- No hanging on the basketball hoop rims or using trampolines for slam-dunk contests is permitted.
- No kicking balls or throwing them into the rafters is allowed.
- Food, beverages and gum are not permitted.
- SEU does not provide equipment (such as basketballs, soccer balls, bases, etc.) for any athletic activity.

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- Please inform Event Services in advance if you need to use the bleachers (Furnace & Firepit Wrestling Center).
- The locker rooms, crow's nest (Furnace only) and offices are off-limits at all times.
- For events requiring protective flooring (Furnace only), please notify the Event Services office at least 30 days in advance.
- Storage is not available.
- The use of tape on the floors is not permitted.

## Athletic Fields

### Destino Field (Intramural Field)

Field space is limited and must be reserved early. The Destino field is able to be reserved for most sports. No objects are to be driven into the ground of this field. Inflatables must be removed after each day's use and must be moved to an alternative area of the field if they will be utilized for consecutive days. Water and electrical tie-in needs for all inflatables must be requested at least 30 days in advance.

### Baseball Field

- No entry without Event Services personnel.
- Use of outfield only; infield and dugout use not permitted.
- No holes dug in field.
- No tarps, pools, objects, or anything placed on grass that can cause damage or kill the grass.
- No cleats.
- No golf carts.
- No inflatables or water slides.

### Victory Field

- No entry without Event Services personnel.
- No stakes or sharp objects on the field.
- No inflatables or water games.
- No food (no gum, no seeds, etc.)
- No moving or rearranging sideline benches.
- Only water or sports drinks permitted on the field.
- Tents must be weighed down by sand bags or water jugs.

## Aquatics Center

### Lifeguards & Pool Capacity

1-50 swimmers – 2 lifeguards

51-88 swimmers – 3 lifeguards

The pool may not be entered until lifeguards are in place.

The pool capacity is 88 people at any given time. Pool time must be reserved through Event Services 30 days in advance of the requested pool usage. If pool capacity is met, three lifeguards are required.

### Minors

A Minor Swim Permission Form must be signed by each minor participant's parent/guardian and submitted to Event Services staff upon arrival (form will be provided by SEU). Without this form, minors will not be allowed in the pool area.

- For lessee groups consisting of children under the age of 12, a 15:1 children-to-event staff ratio is mandatory; not including SEU personnel or lifeguards.
- For lessee groups that are unable to provide enough staff to meet the 15:1 children-to-staff ratio, SEU will provide personnel to meet this ratio requirement, with the lessee charged at \$20/hour for each SEU staff member provided.
- A lifeguard-facilitated swim test will be administered to minors whose parent/guardian have made such request on the Minor Swim Permission Form. Non-swimmers are not permitted in the pool.

### Safety

- No running or diving is allowed.
- All pool guests must shower prior to entering the pool.
- No pool guests with a skin affliction, open wound, deep cut, sore or gash are permitted to enter the water.

The whirlpool (maximum temperature of 104°) is closed to occupants during the summer season.

Lifeguards have full authority over pool guests using the Aquatics Center and may enforce additional policies not listed herein as situations warrant. SEU lifeguards are not responsible for controlling unruly behavior from pool guests. If such a situation escalates and lifeguards are unable to quickly and verbally get the group to comply with the established safety guidelines, the lifeguards have the authority to clear the pool and not allow re-entry until they feel confident that guest activity in the pool will remain within the established safety guidelines.

### Lightning Policy

In the event that thunder and lightning is detected within 10 miles, the pool and all outdoor fields will close and will not reopen until 30 minutes after the last lightning is seen or thunder is heard.

## CARE OF FACILITIES

### General Rules

#### Care of Surfaces

- The lessee shall not cause or permit any facility to be injured, marred, defaced or damaged in any manner.
- The lessee shall not drive or permit to be driven any nails, staples, hooks, tacks, screws or similar objects into walls, ceiling, floors, facilities or equipment contained within the premises.
- Please do not nail, tape, thumbtack, plaster or affix any apparatus or materials to the walls, doors, columns or ceilings in any facility.

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- Decorating of residence hall rooms, including signage placed on exterior doors, is limited to any items that can be adhered with white sticky tac (available in the Southeastern bookstore).

The following items are not permitted:

- Glitter or craft/body paint of any kind
- Adhesive-backed decals and duct tape
- Spray paint
- Double-sided tape
- Halogen lamps, candles or any other open flame or burner unit
- Dead vegetation such as hay, bark, mulch, moss, cut branches, etc. (inside residence halls)

The following activities are not permitted:

- Pranks of any kind are prohibited. This includes, but is not limited to, pranks involving the following: shaving cream, toothpaste, water balloons, silly string or any other substance that could result in a need for excessive cleaning or cause damage to the facilities, property or people.
- Tampering with fire alarms, smoke detectors, fire extinguishers and sprinkler systems is also prohibited. There may be serious consequences for pranks that result in fire alarms. All applicable charges will be assessed in the final invoice. Windows and exit doors in all facilities must remain clear and unblocked at all times, in order to comply with fire code regulations.
- No athletic activity will be permitted in the residence halls and courtyards, or on the sidewalks or grass. All athletic activities must take place in The Furnace, the Student Activities Center and/or approved athletic fields only.
- No rollerblading or skateboarding is permitted on campus (including on sidewalks, on roads and in hallways). Wheelies are also not permitted. Bikes are only permitted outdoors. No animals (with the exception of those meeting ADA requirements) are permitted on campus at any time.

**The use of the above items, or participation in any of the above activities, will result in additional charges for damages incurred.**

### Damage Inspection Process

The lessee is responsible for damage to all facilities and/or the loss of any equipment/furnishings. University personnel will inspect the condition of all rooms at the commencement and conclusion of each rental period. Residence hall rooms are expected to be maintained and kept in proper order, allowing housekeeping to accomplish any assigned cleaning.

- Prior to the commencement of all camps and conferences, and prior to occupation by event attendees, the lessee has the option to request Housing Damage Report Forms from Event Services for the purpose of inspecting the rooms prior to occupancy. **Upon completion of the inspection, the lessee group must turn the forms into Event Services within 24-hours of arrival to campus. Waiving this**

**option equates to the acceptance of the damage report given by university personnel.** Any new damage or necessary excessive cleaning that is noted after this time will be charged to the lessee.

- The final invoice will reflect all damage costs (unless otherwise noted), as well as cleaning issues that were not remedied by the lessee. If further cleaning issues and/or damages are found after the lessee's departure, the Event Services office will communicate those damages and an additional bill will be issued.
- Adult occupants are responsible for notifying Event Services staff of all new damages and/or issues at the time of their occurrence, or as soon as possible the following morning.

In order to avoid additional cleaning charges, lessee should leave all residence hall rooms and other facilities in a condition that would not necessitate excessive cleaning.

### Dining, Catering & Banquet Services

#### Food Service

- Chartwells is the food service provider for Southeastern. All food and beverages served on campus must be contracted through SEU's food services. No food or beverages provided by any outside organization are permitted on campus.
- No tables may be removed from Tuscana Ristorante or the salons for any reason or at any time.
- Meal schedules must be strictly observed. If event schedules run behind, Tuscana will still close at the previously agreed-upon time.
- No food may be removed from Tuscana Ristorante at any time. If a meal is taken from Tuscana without prior permission, it will be charged to the lessee.
- Breakfast will consist of hot and cold items.
- Lunch and dinner options will vary according to selected menu. Dessert and beverages are also provided.
- Multiple trips to the food stations are allowed, however, please use moderation to avoid waste.
- Service ware for all camps/conferences will consist of plastic cutlery and Styrofoam plates, bowls and cups.
- Service ware for all banquets will consist of "black faux china" cutlery, plates, bowls and cups. Glass/ceramic service ware is available (during the school year only) for an additional charge of \$1.95/person.
- For all non-overnight (one day) events not using Tuscana's main rooms for meals, standard room rental rates apply for salon use, and catering through SEU's food services is mandatory.

### Headcounts & Billing

Chartwells, SEU's food services provider, helps to ensure accuracy in billing for meals for the lessee. Please note the below process for establishing the minimum guarantee count, changing the minimum guarantee count and ascertaining the actual meal count for each

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individual meal. This process is for extended meal service only (not applicable to banquets).

- The original minimum guarantee count for an event must be submitted in writing to the Event Services office no later than five business days prior to the beginning of the event. This enables Chartwells to initiate adequate meal service plans.
- Since the number of participants per event may fluctuate, a final minimum guarantee must be submitted to Event Services in writing within 72 hours of the event, and Chartwells must be informed of any changes.
- After this final minimum guarantee count has been established for the event, the count can only be modified upward on-site as actual registration becomes known.
- Meal billing will be determined according to the final minimum guarantee count, or the actual at-the-door guest count, whichever is greater.

Event services staff will record the number of guest as they enter the restaurant. The lessee may assist Event Services with the headcount. The lessee may also choose to determine another method of tracking who may enter the restaurant (e.g., wrist bands, lanyards, etc.), but to avoid any confusion, this method cannot be changed without agreement between Event Services and the lessee prior to the event date. It is the responsibility of the event director to determine who is eligible to enter the restaurant for meals.

## General Campus Policies

### Conduct & Dress

Southeastern University is a Christian university; therefore, all groups using the campus and its facilities should maintain standards of conduct and dress in keeping with Christian standards. No alcoholic beverages, smoking, tobacco or illegal drugs will be allowed on campus at any time. Swim attire is not permitted in areas other than the pool. Modest attire, which includes shirts and shoes, is required for entry into any campus facility.

Southeastern University is a fully functioning college campus year-round. Activities and conduct of all groups must not interfere with or disrupt the daily business of the college and/or its employees.

### Unloading & Parking

- Parking on SEU's campus is included in the rental cost of each event. During group registration hours, the lessee must provide personnel at the main entrance to greet guests and guide them to the registration location.
- The circle drive near Bush Chapel may be used for brief unloading only. No parking is permitted.
- The area behind the Student Activities Center and Bauer Hall may also be used for brief unloading only.
- After unloading along Prima Vista Boulevard (between Aventura and Esperanza Halls), buses and large trailers must park in the west parking lot (across the street from the main campus entrance).

- Cars and vans may park anywhere on campus, except in any space marked as reserved.
- The main campus entrance (south entrance), located on Longfellow Boulevard, is open at all times and is staffed with Southeastern safety and security personnel who can provide directional support. The campus's north entrance closes at dusk.

### Promotional Materials

All promotional materials, correspondence or other materials that contain the name, image or other likeness or mark of Southeastern University must be submitted to the director of Event Services and approved prior to any distribution thereof.

If the lessee wishes to use any on-campus promotional postings and/or signage, including directional and/or event specific signage, he or she must submit a request in writing for review and approval by SEU prior to the posting of such items. All signage must be provided by the lessee group. Certain items and sizes of signs are not allowed (e.g., balloons, handwritten or handmade signs, etc.). No signage is permitted along the exterior perimeter of the campus or along Longfellow Boulevard, unless previously approved by Event Services.

### Removal of Property

The university is not responsible for items that have been left behind by any member of a rental group. In the event that the premises are not completely vacated by the lessee at the end of the contracted time period, the university is authorized to remove from the premises, at the expense of the lessee, all goods, wares and property. The university shall not be liable for any damage or loss to such goods, wares or other property, which may be sustained by reason of such removal, and the university is hereby expressly released from any and all such claims for damages of whatsoever kind or nature.

### University Buildings

Members of the lessee group should not enter unauthorized buildings, which include but are not limited to: Steelman Library, Addison Hall, or any other facilities that have not been pre- authorized or contracted for use.

## Services & Equipment

### Golf Carts

Golf carts may be rented by the lessee from an outside vendor and brought on campus. Southeastern does not rent its golf carts to external organizations. A designated charging station will be provided for the duration of the event (see Fee Schedule document). Charging may only take place in these designated areas.

Golf carts must only be driven on SEU-approved paths and must be handled responsibly. Golf carts must only be driven by adults who have been preapproved by Event Services. Horseplay or standing on golf carts is not permitted. Golf cart capacities must be observed, and all passengers must be seated at all times. Golf cart drivers must be event leaders 18 years of age or older and must observe all traffic signals and signs.

Drivers and/or riders who do not adhere to these policies will be addressed by university personnel and may be asked to discontinue the use of the golf cart(s) or be subject to a fine.

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## Mail

Incoming postal mail or packages can be received by SEU's campus mail services, but the lessee leadership must inform university personnel in advance that they are expecting such items in order to avoid the items being returned to the sender. Incoming mail should be sent to the university's main address using the name of the event, and must be addressed to the attention of the event director.

Due to the limited campus mailroom size, the lessee must rent on-campus space for large shipments arriving prior to the scheduled event. The lessee must also make prearrangements for UPS or FedEx pickup of any items. All items left past 30 days will be considered university property. See the *Removal of Property* section in this document. Stamps and other necessary shipping materials may be purchased at SEU's bookstore and the SEU Mailroom located on the first floor of the Pansler Alumni-Student Union building.

## Linens

All members of the lessee group must furnish their own bedding and bath linens, toiletries and other personal items while staying in the residence halls.

## Copying Services

An access-code-operated copy machine is available in the campus bookstore during standard operating hours (8:00 AM–6:00 PM). If the lessee requires copy services, Event Services must be notified no less than five business days in advance in order to provide the lessee with an access code. Copy charges made using the access code will be included in the lessee's final invoice. Printing and faxing services are not provided.

## Technology

Event participants (adults only) of a lessee group who desire to use classroom technology (such as smartboards, screens, or projectors) must bring their own laptops and participate in a pre-session training with SEU's media services personnel. This training must be scheduled through Event Services prior to the lessee's arrival on campus.

## Safety

### Construction Sites

It is imperative for the safety of all that no unauthorized personnel enter any portion of any construction site for any reason. Areas secured with caution tape, fencing, or any type of barrier must be strictly observed. Visitors who violate this policy will be removed from campus.

### Objectionable Persons

Southeastern University reserves the right to remove from campus any person(s) who pose a threat to the university. The university nor any of its officers or agents shall be liable to the lessee for any damage that may be caused by the lessee through the exercise by the university of this right.

### Security & First Aid

The lessee shall be responsible for providing his or her own security and first aid. Overnight camps/conferences are required to have a designated medical first responder on campus at all times during the event, whose cell phone number must be given to university staff. Southeastern University does not provide security or first aid/emergency response for non-SEU organizations, however, all injuries or emergency incidents must be

reported to Event Services as soon as possible so that proper incident reports can be completed.

## Fire Safety

All exits, fire extinguishers and alarm boxes must remain clear and unobstructed. Hallways and aisles must remain clear at all times. Explosives and blasting devices are not permitted on campus property.

## Retention Ponds

No person should enter into the retention ponds at any time or for any reason. During the rainy seasons, retention ponds in the west parking lot may attract alligators. Feeding, taunting or in any way approaching these animals is not permitted.

## Event Booking & Billing

### Event Requirements (Equipment Rider)

At least four weeks prior to the event, the lessee must provide a full and detailed schedule of services and needs, including but not limited to the following: final facility reservation requests, room setup requirements, staging, lighting, A/V equipment and fog requirements, chair and table setup information, utility hook-up requirements, and other physical services or information necessary for the successful production of the event. Late requests may be subject to a "rush" or late fee (please see Fee Schedule document).

All activities and functions conducted on the premises that are not directly in line with the values of the university or are dangerous in any way must be submitted in full detail to the Director of Event Services in writing and preapproved by the Executive Director of Student Services. No such activities shall be permitted unless this preapproval is obtained.

It is required that the lessee meet or confer (via phone) with Event Services, media services and SEU's food services no later than one month prior to the scheduled event, in order to ensure that all parties are in agreement with the services requested by the lessee. No same-day room setups will be granted if requested after 1:00 PM. Same-day requests are also subject to a late fee (please see Fee Schedule document).

### Charging & Invoicing

For all overnight lessee groups, the comprehensive invoice (including charges for facilities, meals, catering, attendants, technicians, damages, lost keys and all other services) will be emailed to the event director following the event. Payment in full will be expected within 14 days of invoicing.

For all one-day events, such as banquets and meetings, the final invoice will be emailed to the event director following the event. Payment in full will be expected within five business days.

Southeastern accepts cash, checks, ACH payments, and/or credit card payments. All check payments should be made payable to Southeastern University, and all monies should be mailed to the attention of Event Services. Outstanding balances and/or late payments made by the lessee will directly affect SEU's ability to accommodate future events for the lessee. Lessee event directors must inform Event Services of any and all event staff who are permitted to add chargeable services to the event, which will affect the final invoiced amount. All chargeable services added must be requested in writing to the Director of Event Services or to the Event Services Coordinator.

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## Deposits, Taxes & Event Confirmations

A nonrefundable initial deposit in the amount set forth in the lease agreement is due with the signed and returned contract, which finalizes the lease agreement and reserves the facilities. No event is considered confirmed until the lease agreement and deposit are received.

The intent to cancel a confirmed event must be completed in writing and submitted to the Director of Event Services as soon as it is known. If this happens after the contract is signed and the deposit is paid, all monies paid will be forfeited. A 7% state sales tax is applicable to all for-profit organizations on all charges. Nonprofit organizations must submit a current tax-exempt letter to avoid state sales tax charges.

## Insurance

Due to liability issues, Southeastern University is only able to enter into a lease agreement with a group or organization (not an individual) that is able to provide the required insurance documentation. The lessee will be required to provide proof of insurance for liability of property and personal injury in an amount no less than \$1,000,000. Southeastern University must be listed as an additional insured (or "certificate holder") on the Certificate of Liability Insurance document. Dates and a description of the event must be stated in the "Description of Operations" section. No event can commence until this document is received by the Event Services office.

To the extent permitted by law, the lessee will indemnify, defend and hold Southeastern University harmless from and against any and all claims, actions, damages, liability, attorney's fees and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at Southeastern University. For further details, please see the lease agreement.

## University Personnel

### Event Services Assistants

At least one university attendant is required to accompany all activities in the following locations: Tuscana Ristorante salons, Bush Chapel, Johnson Chapel, The Furnace, athletic fields, Aquatics Center and Student Activities Center. For non-overnight rentals (one-day events), at least one university attendant is required throughout the event.

The attendant is present to ensure that all customer service needs are met and university policies are upheld. The lessee may notice the presence of Event Services assistants and/or other Southeastern staff at times; however, the lessee will only be charged for personnel that is required for the event. In the summer, at least one Event Services Assistant will be assigned as the primary contact person (other than the full-time Event Services staff) for each event. This person will have a cell phone with which he or she can be reached at all times.

### Media Services Technicians

Only a qualified Southeastern University media services technician is permitted to operate the A/V system(s) in Bush Chapel, Buena Vida Auditorium, Johnson Chapel, Tuscana Ristorante salons, the Student Activities Center and The Furnace. All technicians are selected and trained by the media services director. At least one technician is required to be present for all events in which the Southeastern sound and/or A/V systems are being utilized. Please note that if fog is used at any time, the presence of three (3) Event Services staff is required by the Fire Marshall.

If dimming and/or spotlighting changes are desired, as well as any utilization of SEU's intelligent lighting system, such changes and use will require a second technician in addition to the sound technician. A separate technician is required to run the projection screens if this is done by the lessee (meaning, a separate technician is required for each of the three individual systems).

### Housekeeping Attendants

University housekeeping personnel are required to accompany activities in certain locations, specifically during events where food is served. Housekeeping personnel are selected and trained by SEU's Facilities department. If previously unscheduled housekeeping personnel are needed for evening and/or weekend hours, the lessee will incur personnel charges.

### Miscellaneous

Southeastern University policy does not permit social dancing during events held on campus.

Southeastern University observes a public noise ordinance beginning at 11:00 PM. The lessee is expected to comply in order to respect the neighboring community.

On-campus vending machines may be used at each individual's discretion, as no refunds will be provided for "lost money."

***The rental of facilities to an organization should not be considered an endorsement by Southeastern University or its board of trustees.***

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