

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 132 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 lapel, cordless, or regular mics.

Set-up 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 a/v equipment available. Table and chair set-up as well as breakdown and clean-up of the space will be requested by Christine Murphey, Administrative Coordinator, CIE upon receipt of the completed Room Reservation Form. (Form can be downloaded from our website at <http://cie.colstate.edu/eventhall.asp> .)

Caterers

All catering must be coordinated with a business from the **Preferred Caterers List***. Approved caterers have met all qualifications and presented all licenses required for the facility.

*Exceptions must be approved by Facility Event Manager.

Tables and Chairs

Tables and chairs available for your event include:

- Tables - 5 ½ foot x 17 ½" rectangular – 18
- Cushioned chairs w/armrests – 60
- Plastic chairs w/out armrests – 40

Table Linens

Table linens are not provided and are the responsibility of the caterer or group booking the space.

Event Hours

The space is available 7 days a week for your event. A \$10 use fee applies for events where food is served. Administrative and academic departments will be exempt from this fee. Student events after 5pm on weekdays and anytime on weekends must have a CSU faculty or staff member present during the entire event. NOTE: The main area of the building is locked after 5pm and on weekends. This includes access to the library and kitchen areas.

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.

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).

Event Planning

The contact person for reserving the Sara D. Spencer Event Hall is Christine Murphey, Administrative

Coordinator, CIE, 706.565.3082 (must dial all 10 digits on campus).

To book the space complete a Room Reservation Form and return (no faxes please) to Ms. Murphey. Form can be found on the CIE website at <http://cie.colstate.edu/eventhall.asp> or obtained directly from CIE. Preference is given to events with international content, allowing those to book up to 3 months in advance. Other non-international events cannot be booked more than 30 days in advance.

Parking

Parking for the Sara D. Spencer Event Hall is located at the back of the facility, and can be accessed from University Ave. If your event is anticipating a larger amount of parking spaces than provided, overflow parking is located across from CCT. Vehicular traffic and parking is not permitted on any lawn, walkway, or brick area.

Cancellation

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

Clean-Up

The space will be cleaned by CSU custodial staff, but the faculty or staff member reserving the space will be responsible for keeping the space neat and orderly.

Catered event food clean up will be the responsibility of the caterer. Caterers are responsible for providing trash bags and removing all trash from the premises.

Exhibit Samples

Food and/or beverage samples in conjunction with specific exhibits that are to be given to attendees free of charge must be pre-approved in advance with written consent of the Facility Event Manager prior to the event.

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.

Licenses / Permits / Taxes

Client 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 on call. 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.

Liability / Insurance

Catering: All events employing a caterer must provide a certificate of insurance showing the caterers have General Liability insurance of at least \$1,000,000 and full worker's compensation coverage. All caterers on the Preferred Caterer's List have been pre-approved and such documentation is on file with the **Facility Events Manager**.

Groups under 200 people

Our facility is insured with General Liability insurance for events. 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.)

Large Groups

Client agrees to obtain and present a Certificate of Insurance evidencing General Liability with limits of insurance equal to or greater than the limits of insurance shown in the schedule below, and (where possible) including Foundation Properties, Inc. as an Additional Insured with respect to their liability. Schedule General Liability Limit \$1,000,000.

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 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.

Decorations / Signs / Banners

All decorations must be approved through the Facility Event Manager.

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 Facility Event Manager)
- Block emergency exits or service exits with decorations or equipment.
- Put nails, tacks, screws, or staples on walls or doors.
- Use confetti, 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 may be made to these rules for specific events, but MUST be made by Facility Event Manager.

The removal of decorations from facility is the responsibility of client.

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

At the discretion of CIE, 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 a caterer from the list of preferred caterers. 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.