

AUXILIARY SERVICES RENTAL POLICY MANUAL

Section: Types of Groups	Adopted: October 1991
Policy: Student Organizations	Last Approved:
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Student Organizations Rental Policy

Student organizations or groups that are chartered or officially recognized by the University may reserve facilities without a charge. These groups must be in good standing with the University and owe no outstanding debt from the previous semester.

Student organizations may self-cater only closed organization activities. A closed organization function is one in which only members will be present such as meetings or practices. Self-catering refers to food that is provided by members. The contracted food service company must cater all events open to the public.

The campus food service contractor must provide alcoholic beverage service. The campus food service contractor will not serve donated food, beverage, or alcoholic beverage.

Campus organizations cannot reserve University facilities for an outside or off campus organization without approval. If approved, the same food and alcoholic beverage policies as stated above apply.

The university reserves the right to approve all facility decorations. A complete description and diagram are required in advance of the event. This should be done as soon as plans are made and no later than two weeks prior to the event. All decorations, props, or equipment must be removed immediately following the event unless prior written approval is on file in the Office of Auxiliary Services. If not removed promptly and facility custodians are impeded from doing clean up or set up for another event or items left create a problem for the University, the Office of Auxiliary Services will assess a fee appropriate for the inconvenience involved with correcting the situation. The University is not responsible for props, decorations, equipment, and personal items, etc. used to set up, clean up, or stage an event, left unattended or not removed promptly, warranting removal or movement by University personnel. On-campus departments and university sponsored events using Nicholls facilities are subject to all costs of staging the event and overtime charges for any set-up or clean -up in which the custodial staff has to be assigned beyond their normal work schedule.

Organizations using University facilities are subject to all costs of staging the event. Set up and operational charges are based on labor, equipment, supplies, etc., required to meet the rental reservation. The university reserves the right to require event security and/or University Police, at the renter's expense, to monitor any function they deem necessary. In particular, events 1) open to the public, 2) where cash is exchanged or 3) where alcohol is served should be

monitored. The university also reserves the right to determine the number of officers required based on the type of event, crowd expected, and University experience of said events or with the particular group reserving university facilities.

Organizations with an outstanding debt from a previous reservation will not be allowed to schedule or sponsor events in any University facility subject to these rules until the debt is paid in full.

See Rental General Reservation Policy ([V.B.](#)) for minimum rental terms including insurance requirements.

See Rental Categories Policy ([V.C.](#)) for fee group descriptions.

See Set Up & Operational Charges Policy ([V.A.5.](#)) for fee descriptions associated with Service Provider requirements.

See Posters, Advertisements & Decorations Policy for decorating event purposes. ([III.D.1.](#) and [I.F.](#))

See Reservation Process Policy for reserving facilities for event. ([VI.B.](#))