

**Summary:**

This agreement outlines the policies and procedures to reserve and use space across Hamline University. There are four departments that coordinate space reservations. By reserving space with Conference and Events Management (CEM), Athletics, Anne Simley Theatre, and Sundin Music Hall, you agree to comply with all [Hamline University policies](#). The event organizer confirms that they have completed (where necessary), read, understood, and agree to all the conditions as outlined in this agreement and any additional agreements specified by the department reserving the space.

**Policies and Procedures:****1. Types of Spaces on Campus**

- a. [Anne Simley Theatre](#)
  - i. Anne Simley Theatre is a 289 seat proscenium theatre. It is located in the Drew Fine Arts building. This is the primary performance space on campus and is used for student shows as well as dance concerts, theatre events as well as public lectures, and conferences.
- b. [Athletic Facilities](#)
  - i. The Athletic Department coordinates reservations for the use of Hutton Arena, Walker Fieldhouse, Klas Track and Field, Pat Paterson Field, and the pool.
- c. [Conference and Event Management](#)
  - i. Conference and Event Management coordinates reservations for non-academic events and classroom spaces across campus.
  - ii. Classrooms v. Event Spaces
    1. Classrooms are rooms on campus primarily used for academic classes and the furnishings may not be moved.
    2. Event Spaces are rooms that have various setup options.
- d. [Sundin Music Hall](#)
  - i. The 325 seat performance hall is a much sought after venue for recitals, chamber music concerts and lectures. Sundin is one of the most intimate and best-sounding performance spaces in the Twin Cities. Literally, there is not a bad seat in the house.

**2. Reserving a Space:****a. Anne Simley Theatre:**

- i. Reservations for Anne Simley Theatre must be requested at least four weeks in advance.
  1. All reservations requests are subject to availability
  2. Please note that Hamline University classes and department shows have priority booking over the space.

**b. Athletics:**

- i. It is preferred that all reservations for athletic spaces be requested four weeks in advance of the event date. Athletics cannot guarantee athletic facilities use for requests communicated to athletics with less than (10) business days notice.

**c. Conference and Event Management**

- i. [Reservation Timeline Policy](#): CEM Event Space requests are required no fewer than 3 weeks in advance of the event. CEM cannot guarantee an Event Space request after that point. Campus resources\* will not be accommodated with requests communicated to CEM with less than (10) business days notice.
- ii. Contact CEM immediately for any changes or cancellations
  1. Changes requested less than (10) business days will be considered on a case-by-case basis.
- iii. CEM reserves the right to relocate an event from time to time, and in the case of such an occurrence, CEM shall provide comparable space in a location to be determined by CEM, at its sole discretion. Please see the [Appropriate Use of Space Policy](#) for more details. Nothing in this agreement will be construed as a grant of any real property right or interest.

**d. Sundin Music Hall**

- i. Reservations for Sundin Music Hall must be made at least two weeks prior to the reservation date.
- e. The duration, or term, of this Agreement will begin and end on the agreed upon date listed in the 25Live confirmation, at which time the event organizer's right to use the space under this Agreement will automatically expire.

**3. Facility Use:**

Event organizer and all in attendance of the meeting or event agree to all of the following:

- a. When using the space, the event organizer will comply with all applicable state, federal or city laws and regulations, and with the policies and regulations of the University pertaining to the use and occupancy of the space.
- b. The event organizer agrees to take good care of the space and to maintain the space in as good order and condition as it was prior to the event organizer's use. All equipment and supplies brought into the facility shall be removed immediately following the event. The University is not responsible for equipment and supplies left after an event.

- c. The event organizer agrees not to use or allow the space to be used for any unlawful purpose.
  - d. The event organizer agrees not to commit or allow to be committed, any waste or nuisance in or about the space, or to subject the space to any use that would damage the space or raise or violate any insurance coverage maintained by the University. Rooms and outdoor spaces must be left clean and free of damage and in the set-up condition that was reserved. Users and/or its guests, invitees, employees, or members are not allowed to move the furniture or equipment.
  - e. Furniture in common areas must remain in their spaces with minimal rearrangement at all times in order to keep each space available for the Hamline community. Please reference the [Anderson Forum Furniture policy](#) for more information.
4. **STAFFING:** Each department, as listed in the summary, retains the right to determine at its sole discretion appropriate levels of staffing and personnel appropriate and necessary for the use of the facilities. Additional staffing charges may be determined necessary based on the scope and size of the event.
5. **MEDIA/AUDIO VISUAL SERVICES AND ROOM SET-UP:** All final decisions on setup and audio visual equipment/services must be communicated at least (10) business days in advance of the authorized event start date. Requests made less than (10) business days prior to the event start may not be possible to accommodate and, if the request is possible to accommodate, may be subject to additional fees. Once a space setup is agreed upon and completed, any further changes are subject to a substantial reset fee. Any changes in the room setup communicated after the set is complete are subject to a substantial reset fee.
6. **FOOD:** Event organizers who wish to provide food for their events must abide by the food policy governed by the space in which the event is hosted. See the following policies for more information about having food at an event on campus.
- a. [Food Served on Campus NOT Provided by Hamline Dining](#)
  - b. [Food Sales on Campus](#)
  - c. [Potlucks](#)
  - d. [Grill Use on Campus](#)
  - e. Tablecloth/linen rentals can be placed through catering
7. **SIGNAGE AND DECORATION:** Arrangements should be made ahead of time to identify location and method for displaying signs, posters, flyers, banners and decorations. Signage, flyers, banners, yard signs must be placed on designated sign holders and in pre-approved locations.
- a. Arts and Crafts activities are permitted under specific conditions:

- i. Glitter, confetti, and open flame/lit candles are prohibited.
  - ii. Arts and crafts that have “messy” components are permitted in specific campus spaces.
  - iii. The event organizer agrees to take good care of the space and to maintain the space in as good order and condition as it was prior to the event organizer’s use. [See section 3b](#)
8. **MARKETING & PUBLICITY:** Each of our departments strongly suggests using the [marketing resources](#) available through the Marketing and Communication departments to promote the event organizer’s event. The following are resources that pertain to hosting events on campus.
  - a. Hamline [Brand Guide/Style Guide](#)
  - b. [Political Activity, Candidate or Campaign](#)
  - c. [Inside Hamline](#)
  - d. [Presence](#) *\*\*Student Organizations\*\**
  - e. [Posting and Canvassing](#)
9. **PARKING:** Parking regulations can be found in the Hamline [Parking Policy](#) and general parking information found [here](#). If you would like to request a parking accommodation for your event, permission is authorized by [parking@hamline.edu](mailto:parking@hamline.edu).
10. **External Vendors:** All vendors must provide evidence of insurance with the below listed limits of liability.
  - a. General: each vendor shall provide evidence of General Liability Insurance of an amount no less than \$1 million per occurrence.
  - b. Animals/Therapeutic Animals: each vendor shall provide evidence of commercial general liability of an amount no less than \$1 million per occurrence. Additionally, Hamline University shall be named as an additional insured. If the vendor is bringing any vehicle on campus, they must also provide evidence of Auto insurance with Bodily Injury limits of no less than \$100,000 per person and \$300,000 per occurrence. Any buses brought to campus by the vendor shall provide evidence of auto liability of an amount no less than \$1 million per occurrence combined single limit. This coverage must include “any autos” including owned, leased, non-owned, and hired vehicles.
  - c. Entertainers & Performers: Any Entertainer and/or performers providing services on campus shall provide evidence of Commercial General Liability for a minimum of \$1 million per occurrence and Hamline University listed as an additional insured, Auto Liability of \$100,000 per person; \$300,000 per occurrence, and Workers’ compensation of \$1 million Employers liability.
  - d. Farmers’ Markets: each vendor shall provide evidence of Commercial General Liability for a minimum of \$1 million per occurrence and Hamline University listed as an additional insured, Auto Liability of \$100,000 per person; \$300,000 per occurrence, and Workers’ compensation of \$1 million Employers liability.

- 11. CAMPUS GROUP FUNDRAISING AND/OR SALES:** Items and/or services may not be sold in any space on campus by external groups, businesses or individuals. On campus fundraising for faculties, departments and registered student organizations may occur provided that the money accrued is used directly to support that entity. Such activities will require permission through CEM. The controller or their representative must be consulted to ensure that any proceeds are deposited correctly in Hamline accounts. Items or services offered this way must be vetted and approved, and must follow Hamline guidelines.
- 12. HAMLINE AFFILIATED EVENTS:** Off campus groups that are affiliated with an on-campus department or student organization may utilize the Hamline Facilities when school is in session by obtaining co-sponsorship. By co-sponsoring the event the department or organization assumes responsibility for any financial obligations from the event. At least one member of the department or organization must be involved in the planning of the event as well as in attendance for the duration of the event. Please see both the [Facilities Use Fee](#) and [Facilities Use Fee Exceptions Procedure](#) for more information.
- a. **Fees:** Room charges apply to all internal events where a Hamline University department or student organization is collaborating with an external group and 50% or more of attendees are not affiliated with Hamline University, and there is a charge to attend the event.
- 13. MINORS:** If the event organizer's use of the Facility under this Agreement will involve the care, custody or participation of minors (children under the age of 18), the event organizer represents and warrants that it will take precautions to assure the safety and well-being of such minors. The event organizer will obtain all necessary consent forms from the parents/guardians of minor participants and will be responsible for the care of a minor in case of an emergency. For more information, please reference [Minors on Campus Policy](#).

If you have any questions, please contact the appropriate department.

Anne Simley Theater: Kim Lartz - [klartz01@hamline.edu](mailto:klartz01@hamline.edu) - 651-523-2197

Athletics Facilities: Beth Rittler - [bbjork@hamline.edu](mailto:bbjork@hamline.edu) - 651-523-2838

Conference and Events Management: [space@hamline.edu](mailto:space@hamline.edu) - 651-523-2474

Sundin Music Hall: Tommy Barbarella - [telmo1@hamline.edu](mailto:telmo1@hamline.edu) - 651-523-2197