

RULES AND REGULATIONS FOR SCHEDULING FACILITIES

Scheduling of the following facilities will be through the Dean of Students Office. Requests can be completed online at www.jsu.edu/studentlife or may be picked up in the Dean of Students Office 4th floor Theron Montgomery Building.

Theron Montgomery Building Auditorium
Theron Montgomery 2nd Floor Lobby
McClure Chapel

Theron Montgomery Building Front Lawn
Leone Cole Auditorium
Quad

REQUEST MUST BE SUBMITTED 10 WORKING DAYS PRIOR TO THE EVENT

JSU Security may be required for an event as determined by the University Police Department, to be paid for by the sponsoring organization/department. Security must be paid two (2) working days prior to the event. **It is the sponsoring organizations responsibility to contact the UPD to determine if security is necessary prior to reserving a facility.**

- Student organizations and campus offices will be responsible for all fees associated with damaged equipment. If there is an unpaid balance for damages, the responsible organization will not be able to use facilities going forward.
- Non-University Groups will be charged a \$500.00 per day rental fee for use of any JSU facilities. A refundable damage deposit of \$250.00 will be required. **Facility Reservation will not be confirmed until rental fee is paid in full.**
- Non-University groups will not be permitted to have fund-raising events.
- No activities sponsored by student organizations may be held during the dates of final exams, beginning on Academic Preparation Day, the Building Manager must approve other events.
- All catering will be provided by Sodexo Food Service. **The use of an outside caterer must be approved by Auxiliary Services.**
- Proposals for concerts must be initiated through the Dean of Students Office.
- No smoking is allowed in the buildings.
- Decorations attached to the walls, drapes, ceiling, or floor are prohibited.
- Cleaning the facility after use is the responsibility of the sponsoring organization/office, if supplies are left in a facility, they will have 24 hour notice to remove materials or they will be discarded.
- The use of facilities for personal/family social functions such as family reunions, birthday celebrations, ETC. **are not permitted.**
- An event needing special sound, lights or other unusual requirement (**ONLY IF APPROVED BY THE DEAN OF STUDENTS OFFICE**) may result in a fee assessed. We cannot guarantee the use of sound and lights for any of these facilities.
- All equipment requests and set-up arrangements must be completed upon reservation submission or otherwise we will not accommodate. Tents will not be available in December, January, & February or during inclement weather.
- **All events for all facilities must end by 11:00 p.m.**
- Cancellation must be made at least **5 days** before an event is scheduled
- The possession or consumption of alcoholic beverages is prohibited. The sponsoring organization and **faculty advisor** are responsible for monitoring compliance.
- The sponsoring organization and faculty advisor are responsible for any damage or theft of property. Damages and/losses will be charged to the sponsoring group.
- Building and equipment used for events will be inspected for damages before and after events are held.
- Failure to abide by any of the rules or regulations may result in the organization/department being denied use of the facility for a time specified by the Building Manager.
- TAPING ANYTHING ON THE WALLS, COLUMNS, OR CEILING IS NOT ALLOWED. IF THERE IS A GROUP THAT TAPES ANY DECORATION TO THE WALLS, COLUMNS, OR CEILINGS, THEY WILL BE CHARGED FOR THE REPAIR OF ANY DAMAGE THAT IS LEFT.