

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

Theron Montgomery Building Auditorium
Theron Montgomery Building Front Lawn
Theron Montgomery 2nd Floor Lobby

Leone Cole Auditorium
McClure Chapel
Dillon Field

REQUEST MUST BE SUBMITTED 10 WORKING DAYS PRIOR TO THE EVENT

JSU Security may be required for event as determined by the University Police Department, to be paid 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 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 \$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 caterings will be provided by Sodexo Food Service. **The use of an outside caterer is prohibited.**
- 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, 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 requirements (**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 those facilities.
- All equipment requests and set up arrangements must be completed upon submission of the reservation, or otherwise we will not accommodate. Tents will not be available during inclement weather. **Tents are now available for request on the facility request form.**
- **All events for all facilities must end by 11:00 p.m.**
- Cancellation must be made **in person 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.