

Activity and Contract Form for Scheduling Events on Campus

(please print legibly)

Today's Date: _____ Organization: _____

Activity or Event Name: _____

Campus Mail Box: _____ Concord E-Mail Address: _____

(Only 2 money making projects are permitted per semester in the Student Center. A 3rd money-making project is allowed if the 2nd project is scheduled on a weekend.) Charity/service fund raisers are not included. This form is to be used for other campus facilities also. Rooms for campus organizational meetings cannot be scheduled for more than 2 hours at a time and no more than 2 times a week. (During Homecoming, time may be restricted to 1 hour.)

This is a money making event: _____ Yes, _____ No. Admission Charge (if any): _____
 Estimated numbers in attendance: _____ Open to Public? _____

Date(s) Requested:	Starting Time(s): (AM/PM)	Ending Time(s): (AM/PM)	Location(s) Requested:	Location Approval Signature:
1.				
2.				
3.				
4.				

Special Set-Up Arrangements (if any): _____

Food Requirements: If event includes outside food sales or homemade items you must acquire a signature from the Concord Dining Services Representative. This is MANDATORY.

 Concord Dining Services (Aramark)

 Date

Activity Guidelines and Contract

Student responsibility is expected to be a major determining factor in the activities held at Concord University. The care of equipment, general cleanliness, and order of the building depends on your personal acceptance of responsibility for this event. All activities shall conform to Concord policies and regulations as well as State, County, and City laws or ordinances. Concord sponsored events (such as SAC and Homecoming) may take precedence over use of facilities if the need arises. Sponsoring organizations shall:

1. Complete and submit an activity form for the event to the Student Center Office. Events are booked on a first come, first serve basis.
2. Be responsible for floor supervision, door checking, decorating arrangements, clean-up and the actions of the group. NOTE: if the facility is misused in any way, future use may be denied. Clean-up includes but is not limited to, throwing away trash, mopping up spills, cleaning tables, removing signs, decorations, tape, and returning the room to its original set up, etc. immediately after the event is over. **NO open flame candles.**
3. If you sign up to use a table and you play music, excessive volume and inappropriate language (explicit lyrics) are not permitted. If any employee asks that the music be turned down, you **must** comply.
4. Have at least ONE faculty/staff chaperone present at your event, with the understanding that they will cooperate with and assist the students in an advisory manner and be present during the entire event. If the chaperone leaves before the event is over, the event can be cancelled by the Student Center Director or the Student Center Managers. The person signing this form **MUST** be the chaperone.
5. Assume full responsibility for the staging of the event and the conduct of the group and individuals present at the event. At the conclusion of the event, the chaperone(s) and the student organization members will help clear the room of people and assist in a general clean-up of the room (see #2).
6. Be responsible for any DAMAGES to the facility used. This includes the halls and restrooms. Immediately notify the Building Manager of damages you see. Once assessed, the replacement or repair charges will be billed to the organization and the advisor/chaperone.
7. Food safety is the number one priority for all goods and services at Concord University. In accordance with keeping the entire campus community safe, Concord Dining Services (Aramark) is the **EXCLUSIVE PROVIDER OF ALL FOODS ON CAMPUS.** All requests for outside food sales (including homemade items) for fundraising purposes **MUST** be approved by Concord Dining Services. Sales of perishable or non-packaged items are forbidden as they are a potential food safety hazard.
8. Unruly, loud, noisy or inappropriate behavior, or any excessive display of affection, will not be tolerated.
9. Must ensure that the activity, including clean-up and take-down, does not exceed the building hours.
10. All regulations regarding the posting of signs, banners, and notices must be followed. Information is posted on each bulletin board throughout the Student Center. (No tape is to be placed on glass or painted surfaces.)
11. The Student Center Hours are: Monday-Friday from 7:30 a.m. to 11 p.m. Saturday and Sunday from 9:30 a.m. to 11 p.m. Approval for use of the Center outside these times will require permission from the Center Staff. Use after the set closing time will also require an organizational volunteer clean-up crew, and the presence of the Advisor until the area is clean, etc. If problems occur, future use may be denied at the discretion of the Student Center Director and sanctions may be issued.

I understand the above statements of responsibility and by my signature below, I hereby agree that my organization will conduct the event according to State and University Law. (Please be aware of numbers 4, 5, 7, and 11).

Faculty/Staff Sponsor's Signature

Signature of Organizational Officer Initiating the Form

(Print name legibly)

_____ (Phone Number)

Sponsor's Phone Number: _____

_____ (Campus Box Number)