



## CONFERENCE SERVICES INFORMATION & POLICIES

**Deposit, Payment and Taxes** A 10% non-refundable deposit is due with the returned contract, which finalizes the lease agreement and reserves the facilities. The balance of payment is due when completion of services is rendered (the final day of the event). Seven percent (7%) state sales tax is applicable to all for-profit organizations on all charges. Non-profit organizations must submit a current tax-exempt letter to avoid state sales tax charges.

**Insurance** Lessee will be required to provide proof of insurance for liability of property and personal injury in an amount no less than \$1,000,000. Southeastern University must be listed as an additional insured on the Certificate of Liability Insurance document. Dates and description of the event must be stated in the "Description of Operations" section. No event can commence until this document is received by the Conference Services office.

**Multiple Scheduling of Events** It is possible that more than one event may be scheduled on the campus at the same time, depending upon the size of the groups. If this is the case, facility usage will be negotiated by the Conference Services office based upon the need of each group.

**Care of Facilities** Lessee is responsible for damage to all facilities and/or the loss of any equipment/furnishings. For rooms with children or teenagers, University personnel will inspect the condition of the facilities daily for new damage and cleanliness. Residence hall rooms are expected to be maintained and in kept in proper order, allowing housekeeping to accomplish their assigned cleaning. Representatives of Lessee leadership must pre-inspect each residence hall room that will be occupied and sign to acknowledge pre-existing damage. At least one Lessee leadership representative from each building occupied by the Lessee group must be available daily to accompany University personnel's facility inspections. This representative will confirm damage and be responsible for conveying to Lessee residents any items which need to be addressed in regard to cleanliness or damage. Any new damages noted during daily inspections will be charged to the Lessee.

Lessee shall not cause or permit any facility to be injured, marred, defaced, or damaged in any manner. Lessee shall not drive or permit to be driven any nails, staples, hooks, tacks, screws, or similar objects into any part of the premises and shall not erect or permit to be erected any decorations or adhesives, including tape, which may deface the wall, ceiling, floors, facilities or equipment contained within the premises.

No rollerblading or skateboarding on campus (*includes: sidewalks, hallways and roads*). Bikes are only permitted outdoors.

### Residence Halls

- Please do not nail, tape, thumbtack, plaster, or affix any apparatus or materials to the walls, doors, columns, or ceilings in any of the rooms. In addition, the following items are not permitted:
  - Glitter or craft/body paint of any kind
  - Adhesive-backed decals and duct tape
  - Spray paint
  - Double-sided tape
  - Dead vegetation such as hay, bark, mulch, moss, cut branches, etc. are not permitted inside residence halls.
  - Pranks are not tolerated. No shaving cream, toothpaste, water balloons, silly string, or other materials that can cause excessive cleaning, damage, or injury are to be improperly dispensed in or around any facility.
- No un-bunking or lowering/raising beds in dorms.
- Furniture, including mattresses, may not be removed from its pre-existing location in the residence hall rooms or rearranged within the rooms.
- Windows and doors must remain closed at all times and may not be propped open.
- Please keep snacks and beverages sealed in order to reduce opportunities for insects. Open food will be discarded by university personnel when it is noticed.
- Spills in any areas with carpet are to be immediately dried with a towel or other cloth and reported to the Coordinator of Conference Services or the university/camp liaison, so the spill can be cleaned by Housekeeping as soon as possible. If

the spill occurs after business hours, it can be reported to the above personnel the next morning.

- Aventura, Esperanza, and Destino second and third floor lobbies may only be occupied when reserved through Conference Services and with the presence of Lessee leadership.
- No halogen lamps, candles, or any other open flame or burner unit is allowed on campus.
- No athletic activity will be permitted in the residence halls, sidewalks, grass, or courtyards. Athletic activity must take place in the Sportsplex, Student Activities Center, or approved athletic fields.

#### **Bush and Johnson Chapels**

- Food, beverages, and gum are not permitted.
- All chapel furniture is to be treated with reverence. Chairs should not be stood on nor used in any manner that could possibly lead to damage.
- Chapel chairs are not to be rearranged without prior consent and are not to be moved outside the chapels for any reason.
- Lessee must inform the Conference Services office of all A/V, lighting, fog, and/or electrical needs at least thirty (30) days prior to the event. See Event Requirements in this document for specific policies.
- When fog is used, there shall be two paid Southeastern University attendants on duty to perform “fire watch,” as at the time fog is being utilized, smoke detectors will be disabled (Bush Chapel only).
- Storage is not available.

#### **Sportsplex and Student Activities Center**

- No spectators are allowed on the playing floors.
- No wood or other materials that could damage the playing surfaces are allowed in the gyms.
- Only those with approved athletic shoes (tennis shoes) are permitted to play in the gym.
- No cleats are permitted in the building.
- Scoreboard, game clock (*Sportsplex only*), and sound system may only be used with prior authorization and must be operated only by university personnel.
- No hanging on the rims or using trampolines for slam dunk contests.
- No kicking balls or throwing them into the rafters.
- Food, beverages, and gum are not permitted.

- SEU does not provide equipment (such as balls, nets, or bases) for any athletic activity.
- Please inform us in advance should you desire to use the bleachers (*Sportsplex only*).
- Locker rooms, crow’s nest (*Sportsplex only*), and offices are off limits at all times.
- Events which require protective flooring (*Sportsplex only*) must notify the Conference Services office at least thirty (30) days in advance.
- Storage is not available.

**Weddings** Weddings may take place in the Bush Chapel, Johnson Chapel, or selected outdoor locations. Due to limited space, outdoor weddings can accommodate no more than seventy-five (75) guests. Weddings in the Johnson Chapel can accommodate up to 100 guests. Special setups and excessive cleaning will be assessed and charged on an individual basis. Confetti and rice are not permitted. Bird seed may be used outdoors only with prior consent.

#### **Dining/Catering Services**

- All food served on campus must be contracted through Chartwells (SEU Food Services).
- Requests beyond normal operating hours for Mi Casa Café and Center Court Café must be made through Chartwells thirty (30) days prior to the event.
- In the event the Lessee requests the Mi Casa Café and Center Court Café to be open beyond normal business hours, Chartwells will ask for a guaranteed “spend” amount. If this amount is not met, the Lessee will be charged the balance/difference.
- The minimum guaranteed meal count for any given event must be provided to Chartwells through Conference Services no later than one (1) week prior to the event. This number will represent the minimum amount which will be billed by Chartwells.

**Supervision** Lessee groups involving children and teenagers must provide adequate adult supervision. Southeastern University will provide a sheet of “top campus rules” which must be distributed to all participants and reviewed verbally by the Lessee’s leadership in a group session. Southeastern University will provide at least one on-call staff member who will reside in each occupied residence hall during all overnight events.

*Requests for use of university facilities should be directed to:*

**Southeastern University Conference Services**

Call 863.667.5195

**Security and First Aid** Lessee shall be responsible for providing its own security and first aid. Southeastern University does not provide security or first aid for non-SEU organizations.

**Golf Carts** Golf carts may be brought on campus by the Lessee. A designated charging station will be provided for the duration of the event (see Fee Schedule document). Charging may only take place in these designated areas. Golf carts must only be driven on SEU-approved paths and must be handled responsibly. No horseplay or standing on golf carts is permitted. Golf cart capacities must be observed and all passengers must be seated at all times. Golf carts must only be driven by adults who have been pre-approved by Conference Services.

**Conduct and Dress** Southeastern University is a Christian university; therefore, all groups using the campus and its facilities should maintain standards of conduct and dress in keeping with Christian standards. No alcoholic beverages, smoking, tobacco, or illegal drugs will be allowed on campus at any time.

**Linens** All members of a Lessee group must furnish their own bed and bath linens, toiletries, and other personal items while staying in the residence halls. A public coin laundry facility is accessible upon request through the Conference Services office.

**Construction Sites** It is imperative for the safety of individuals that no unauthorized personnel enter any portion of any construction site for any reason. Areas secured with caution tape must be observed. Visitors who violate this policy will be asked to leave the campus.

**University Buildings and Personnel** Southeastern University operates throughout the year. It is essential that the Lessee shall not disrupt the ongoing function of the university. Members of the Lessee group should not enter unauthorized buildings which include but are not limited to the following: Steelman Library, Addison Hall, Music Halls and practice rooms, or any classrooms that have not been pre-authorized. Environmental Services staff will periodically enter residence halls and/or facilities during a rental period in order to perform regularly scheduled and preventive maintenance.

**Event Requirements (Equipment Rider)** At least thirty (30) days before the first day of the event, the Lessee shall provide a full and detailed outline of all services and needs

required, including but not limited to the following: staging, lighting, A/V and fog requirements, chair and table set-up information, utility hook-up requirements, and other physical services and coordinating information necessary for the successful production of the event. Late requests will be subject to a fee (please see Fee Schedule document).

**Objectionable Persons** Southeastern University reserves the right to eject or cause to be ejected from the premises any person or persons, and neither the university nor any of its officers or agents shall be liable to the Lessee for any damage that may be caused by the Lessee through the exercise by the university of such Right.

**Removal of Property** In the event that the premises are not vacated by the Lessee at the end of the contracted time period, the university is authorized to remove from the premises, at the expense of the Lessee, all goods, wares, and property. The university shall not be liable for any damage or loss to such goods, wares, or other property which may be sustained by reason of such removal, and the university is hereby expressly released from any and all such claims for damages of whatsoever kind or nature.

**Keys** Prior to the start of any overnight event, Southeastern University personnel will issue room keys and key-cards to Lessee leadership for the residence hall rooms. One set of master keys/key-cards will be provided. Should a student lock themselves out of a room, it is the responsibility of the rental group to provide access. In the event that a residence hall room key or key-card is lost or misplaced, a key replacement fee of \$10 will be charged for each missing key or key-card. At the conclusion of the event, Lessee will account for all keys/key-cards, with master keys to be returned separately, in a clearly marked envelope.

#### **Sound Technicians and Facility Attendants**

University personnel may be required to accompany certain activities.

**Media Technician** Only a qualified Southeastern University employee is permitted to run the A/V system in the Bush Chapel, Johnson Chapel, and Sportsplex. All technicians are selected and trained by the Media Services Director.

**Sportsplex/Student Activities Center Attendant** At least one gymnasium monitor is required during all activities held in the Sportsplex or Student Activities

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Center. This person is available to maintain all gymnasium policies. This person is selected and trained by the Conference Services department.

**Bush Chapel Attendant** At least one chapel monitor is required during all activities held in the Bush Chapel. This person is available to maintain all chapel policies. This person is selected and trained by the Conference Services department.

**Housekeeping Attendant** University housekeeping personnel are required to accompany activities in certain locations, specifically during events where food is served. Housekeeping personnel are selected and trained by the Environmental Services department.

**Technology Requirements** A coin-operated copy machine is available in the campus bookstore during normal operating hours. Three public internet kiosks are available in the Pansler Student Union from 8:00 A.M. until 8:00 P.M. If the Lessee possesses a computer, a temporary user ID and password may be requested in order for Lessee leadership to send and receive e-mails. Ethernet cords, printers, power strips, fax machines, and laptops will not be provided. Incoming postal mail or packages can be received by SEU Campus Mail Services, but

the Lessee leadership must inform university personnel in advance that they are expecting such items.

**Other** All exits, fire extinguishers, and alarm boxes must remain clear and unobstructed. Hallways and aisles must remain clear at all times. Explosives and blasting devices are not permitted on campus property.

Southeastern University policy prohibits social dancing of any kind. Lessee is expected to comply with this policy.

Due to liability issues, Southeastern University is only able to enter into a lease agreement with a group or organization (not an individual) that is able to provide co-insurance documents. See Insurance in this document.

Southeastern University must observe a noise ordinance in effect beginning at 11:00 P.M. Lessee is expected to comply for the respect of our neighboring community.

**Disclaimer**

*The rental of facilities to an organization should not be considered an endorsement by Southeastern University or its Board of Regents.*

# SOUTHEASTERN UNIVERSITY

*Gathered in the Spirit.  
Equipping for every good work.*

Southeastern University 1000 Longfellow Blvd. Lakeland, Florida 33801-6034 [www.seuniversity.edu](http://www.seuniversity.edu)

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