



FACILITY RENTAL POLICY

0001 Facility Rental Policy

Responsible Executive: Carol P. Dietz

Responsible Office: Facilities

Related Policy: UP01-002: Minors on Campus

Revision Date: July 21, 2013

I. POLICY STATEMENT

Use of University facilities by recognized student groups, University Departments/Academic Units and the general public, may be approved subject to the guidelines established by this policy and other appropriate university policies. University use of all facilities shall have absolute preemptive priority over all non-university groups. The University reserves the right to cancel, postpone, or alter arrangements for any event if necessary.

II. GROUP DEFINITIONS

A. Recognized JCU Student Group

To be considered for group rentals students groups must meet the following criteria:

- 1.** Be a registered student organization or residence hall floor. All other student groups may require the review and approval of the Dean of Students.
- 2.** Be free of unresolved issues related to prior use of the University's facilities.

B. University Department/Academic Unit

- 1.** Any official John Carroll University office or department with a university budget.

C. General Public

- 1.** Any group not included in the above two categories.

D. JCU Sponsored Groups

- 1.** Any group not included in A or B above, which a University Department or Academic Unit has chosen to sponsor.

III. GENERAL RENTAL GUIDELINES

1. Any event considered by the University senior management, to be harmful to the public image of the University will not be allocated space.
2. The Facilities and Athletics Departments reserve the right to determine the potential harm to facilities and may reject said request.
3. The scheduling of events will be based on facility availability and approval by the Facilities and Athletics Departments. There may also be a review by other departments based on the nature or duration of the event.
 - a. A completed, signed Facilities Use Agreement is required of all general public rentals.
 - b. A completed, signed Facilities Scheduling Form is required of student and university/academic units to reserve a room or athletic facility.
4. All event requests will be reviewed by the Facilities and/or Athletics Departments. This review will determine the extent of JCU personnel required to safeguard the University's interest.
5. The Facilities Department must have the appropriate contract/use agreement for each request.
6. Groups renting a facility will be held financially responsible for any special cleaning, maintenance, or repair resulting from the event or activity.
7. Groups renting a facility are required to observe all applicable policies of John Carroll University, as well as all local, state, and federal laws.
8. The University is not responsible for any lost, stolen, or damaged property belonging to the members of rental groups utilizing the facilities.

B. Rental Fees & Associated Charges

Scale of Rental Fees

General Public/ Alumni	Full Rate
Recognized JCU Student Groups	No Charge*
University Departments/Academic Units	
Internal Attendees	No Charge*
External Attendees	No Charge
JCU Sponsored Group	50% Charge to Sponsoring Department

**Note: Although recognized student groups and some university department and office events are not required to pay rental fees, they are required to pay event operation, after hour charges, and equipment charges. A university department/academic unit representative must be present at the event and serve as the event coordinator/contact person to reserve the facilities at no charge.*

1. **Rental Fees:** The length of the rental period includes preparation, set-up, and tear-down/clean-up times. Classroom, meeting and conference space charges and support staff fees are given below in Exhibit A. The fee schedule for athletic venues is provided in Exhibit B.

2. **Event Operation Charges:** In addition to the rental fee, the rental group is responsible for all direct labor costs incurred that are necessary for the proper operation and maintenance of the facility. These costs include, but are not limited to, facility operations staff, environmental services staff, lifeguards, paramedics, security and traffic personnel, sport officials, and scoreboard operators. The amount of staff assigned to an event will be determined based on the size and nature of the event. Security is required at all “general public” events serving alcohol. Rental groups will also be charged for any special cleaning, maintenance, or repair resulting from the event or activity.
3. **After Hours Charges:** In addition to the rental and event operation fees, any group that schedules an event outside of a facility’s regular operating hours must pay the personnel costs incurred in keeping the facility open past its posted hours.
4. **Equipment Charges:** Additional charges will be assessed for any equipment (e.g. scoreboards, PA systems, podiums, tables, chairs).
5. **Deposits:**
 - a.) General Public and JCU Sponsored groups will be required to pay a mandatory deposit of \$100. If the rental charges are less than \$100, the mandatory deposit will be 100% of the rental fee. Deposits are due and payable when the Facilities Use Agreement is signed and are non-refundable. The balance of the payment less the deposit will be refunded in the event the University cancels the event or the event is cancelled by the user subject to the cancellation clause below.
 - b.) A completed, signed Facilities Scheduling Form is required of student and university/academic units to reserve a room. Reservations are not complete until confirmed by the Facilities Scheduling or Athletics Office
6. **Final Payment Due Date:** Rental fees and all other associated charges are due 30 days following the event date, or in the case of a long-term rental, 30 days following the expiration of the lease term.
7. **Outstanding Balances:** Any group with an outstanding balance that exceeds 30 days from the end date of the group’s last lease will not be allowed to utilize space until the outstanding balance is paid in full. Any outstanding balances that exceed 60 days will have a finance charge of 1.5% per month, or an annual rate of 18% charged to all outstanding balances. Any group whose outstanding balance exceeds 60 days may be denied future use of the facilities.
8. **Cancellation Fees:** JCU reserves the right to cancel a reservation in the event that the campus or the event specific building is closed due to weather or other emergency condition (i.e.: loss of power, flooding, etc). If the rental group terminates an agreement less than fourteen (14) days before the event, they will forfeit the mandatory deposit plus any expenses incurred by the University in preparation of the anticipated event.
Long Term Rental Discount: Groups that rent on a regular basis through a calendar year may receive a discount on rental fees. These agreements

are made on a first-come, first-served basis. Staff costs are not discounted. Separate agreements will be drawn up to cover on-going or recurring events.

C. Facility Request Process

Any recognized student group or university departments/academic units wanting to use University facilities must submit a completed and signed Facilities Scheduling Form. If the event is co-sponsored with an outside group, a completed and signed Facilities Use Agreement is also required. All general public groups must sign and complete a Facilities Use Agreement.

It is recommended that any party wanting to use a facility should submit their request at least eight weeks prior to the event. Requests are typically processed 8 a.m. to 5 p.m., Monday through Friday. Confirmation of the request will be made by the Facilities Scheduling or Athletics Office once it is determined that the facility is available and the requirements of the event are satisfactory. See the Facilities Department website at <http://www.jcu.edu/facilities/scheduling.htm> for more information and the facility scheduling and facilities use agreement forms.

D. Insurance

1. **Recognized Student Groups:** The University reserves the right to require guests and members of recognized student groups to sign a waiver and release of liability from.
2. **University Departments/Academic Unit:** The University reserves the right, based on the nature of the event, to require the University Departments/Academic Units to have any non-employee attending their event to sign a waiver and release of liability from.
3. **General Public:** The renter shall obtain a policy, or policies, of general insurance that provides coverage for personal injury and property damage in the amount of at least \$1,000,000 for each person and \$2,000,000 total for personal injuries or death suffered by any person or persons arising from the use of the facility or the services provided. The renter shall name John Carroll University as named insured and the renter shall provide notice to the University of proof of insurance in the form of a certificate of insurance at least ten (10) days in advance of the commencing lease term. Failure to obtain a certificate of insurance does not constitute a waiver of such insurance by the University. Failure of a group to provide the university with a certificate of insurance will result in the cancellation of the event and forfeit of deposit. The University reserves the right to require additional lines of insurance, such as but not limited to property, workers compensation, automobile, abuse and molestation, and liquor liability, depending on the nature of the event.

E. Food Service

1. Rental Groups are not permitted to bring their own food or beverages to any indoor or outdoor facility or activity space without the approval of the Facilities Department and Purchasing Department. Catering and concessions must also be coordinated through the Facilities Department and Purchasing Department. JCU reserves the right to require that all food, beverage and service used for any event at JCU be purchased through the university's contracted food service, if the terms of the university's contract grants such food service an exclusive license. This does not apply to the use of alcohol or alcoholic beverages nor to the serving of same. This agreement specifically denies any right to User which would be in violation of state or municipal laws, rules, or regulations concerning the sale or service or dispensing of alcohol or alcoholic beverages.

F. Vending

1. Rental groups are not allowed to sell products, or contract with outside vendors to sell products in a University facility without the prior written approval of The Purchasing Department.

G. Outdoor Facilities

1. The University does not guarantee alternate indoor facilities, or rain dates in the event of inclement weather: however, it will make every effort to find space or alternate dates. If the rental group terminates an agreement less than five (5) days before the event, they will forfeit the full 50% mandatory deposit. The rental group will also be responsible for any expenses incurred by the University in preparation of the anticipated event.

H. Signage & Decorations

1. No signage or decorations are permitted without the prior approval of the Facilities or Athletics Departments.

I. Use of Facilities During Business Hours

1. Students, faculty, staff and administrators may reserve University facilities at no charge providing that;
 - a. The activity is sanctioned by the university,
 - b. The activity occurs during normal business hours (Monday through Friday, 8:30 am to 5:00pm)
 - c. All the participants are either students or university employees, and
 - d. No additional staff time or room preparation time is required
2. Any expenses incurred by the University for additional staff time or damages will be charged to the appropriate groups using the space.

Exhibit A

2013/2014 Room Rental Charges

	General Public/Alumni Rental rate	JCU Sponsored Groups
Dolan Science Center		
Atrium	\$ 1,200	\$ 600
Reading Room	\$ 600	\$ 300
Auditorium	\$ 600	\$ 300
A202/203	\$ 300	\$ 150
LSC Building		
Jardine	\$ 375	\$ 188
LSC Conference	\$ 375	\$ 188
O'Dea (FDR)	\$ 175	\$ 88
Murphy	\$ 275	\$ 138
Old Cafeteria	\$ 550	\$ 275
New Cafeteria	\$ 550	\$ 275
Little Theatre	\$ 175	\$ 88
Underground	\$175	\$ 88
GRA 223 Auditorium		
GRA 223 Auditorium	\$ 600	\$ 300
GRA 224 Community Room	\$ 600	\$ 300
GRA 121 Youth Room	\$ 175	\$ 88
GRA Classroom	\$ 40	\$ 20
Classrooms per day		
Classroom	\$ 50	\$ 25
Premier Classroom/Computer Lab	\$ 100	\$ 50
Kulas Auditorium		
Kulas Auditorium	\$ 1,100	\$ 550
Housekeeping Charge	\$ 100	\$ 100
Quads		
Hamlin	\$ 1,000	\$ 500
Main	\$ 1,000	\$ 500
Keller Commons	\$ 250	\$ 125

Support Charges per hr/per person		Number of people needed:	Anticipated # of Hours	Anticipated Fees:
Stage Manager/Maintenance/Grounds				
Straight Time per hr.	\$ 45			
Overtime Time per hr.	\$ 65			
Porter/Matron	\$ 25			

Campus Safety Services	\$	40		
On site Athletic Administrator	\$	25		
IT charges:				
Student technician	\$	12		
Student supervisor	\$	25		
Professional assistance	\$	45		
Total Anticipated Support Fees:				

Exhibit B

John Carroll Athletic Department – 2013-14 Facility Rental Fees			
Facility	Rental Fee	Time Frame	Notes
Rec Gym	\$100.00	by the hour	can rent 1/2 the gym at \$50 per hour
Racquetball Court	\$20.00	by the hour	
Varsity Gym	\$100.00	by the hour	
Swimming Pool	\$50.00	by the hour	can rent 3 lanes for \$30 per hour
	\$8.50	per hour	per lifeguard
Wasmer Field	\$100.00	by the hour	could rent half
Zajac Track	\$50.00	by the hour	
Schwieckert Baseball Field	\$75.00	per game	includes lined field
Bracken Softball	\$50.00	per game	includes lined field
Tennis Courts	\$50.00	per hour	
On Site Administrator	\$25.00	per hour	For off hours, evenings and weekends
Scoreboard operator	\$15.00	per hour	Also needs to be paid for setup and tear down time.
Events that charge admission			
DeCarlo Center	\$500.00	per basketball game	
Wasmer Field	\$1,000.00	For youth football championships	
Wasmer Field	\$3,000	For high school football games with paid attendance	
CYO Jesuit or Catholic based high schools are given a 10% fee reduction for rental of facilities	\$25.00/hr	By the hour	

Thank you for choosing John Carroll University to service your event.

For more information, please contact Rory Hill at rhill@jcu.edu

The following guidelines apply to any "User" (instructor, department, group, or individual) requesting the use of a John Carroll University classroom under the JCU Facilities Dept.

1. John Carroll has sole authority for approving use of the classroom at the time assigned.
 - No other entity may approve use for the days/times of requested use.
 - User may not re-assign classroom use permission to another individual or group.
2. Use is restricted to the stated class/event, in the assigned classroom, on the confirmed days, between the confirmed start and end times.
 - Use on additional days and/or at additional times requires additional approval.
 - Use of additional classrooms requires additional approval.
 - JCU does not schedule or grant approval for use of foyers, hallways, etc. In order to use such spaces, user must obtain permission from the Facilities Dept.
3. User is strongly discouraged from allowing food or drink to be consumed in the classroom.
 - Keeping food out of the classroom provides the following benefits:
 - Aids in maintaining the quality of the classroom
 - Prevents damage to computers and other equipment
 - Deters the proliferation of ants, roaches, rats, and other pests
 - Enables others to use classrooms without the inconvenience of lingering food odors
 - User is responsible to assure that proper cleanup is performed prior to vacating the classroom, in order to leave the room in a condition at least as good as the one in which it was found. This is not the responsibility of the building custodians.
4. User should use the classroom, including its audio/visual equipment and other contents, in a responsible manner.
 - User should not remove chairs from any classroom.
 - User may rearrange chairs, desks, and tables within a classroom, and should return them to their original positions at the end of use. User should not alter the classroom in any other way.
 - User should not employ fastening of any type, including tape, screws, and nails, on any surface, and User should not permit the defacing or marring of any surface.
 - User should notify JCU HelpDesk of issues with the audio/visual equipment.
 - User should notify JCU Facilities Dept. of broken chairs or any other condition which could affect use of the room.
5. User should vacate the classroom in a timely fashion in order to enable a subsequent event to begin on time. (See Guideline #2 concerning use of the classroom between the confirmed start and end times.)

Thank you for choosing John Carroll University to service your event.

For more information, please contact Rory Hill at rhill@jcu.edu

PLEASE READ THESE GUIDELINES: We want your event to be successful, so we have outlined policies and time frames for ordering and canceling services such as rooms, equipment, catering and Audio Visual Services. We may not be able to accommodate requests if not given adequate notice.

We are here to assist you, but it is your responsibility to make sure that these guidelines are followed. Failure to do so could affect your reservation and could result in additional costs or the cancellation of your event.

Please be mindful that the contact information you provided on the reservation request for your event is the information we will use to contact you about your event. It is your responsibility to make sure that information is current and correct.

1. **Reservation Time Frames** – You must provide the following information in the following time frames:

Three working days' notice for:

- Room request reservation on the JCU EMS system
- Room set-up requirements
- Audio-visual requests
- Teleconference arrangements
- Confirmation of the catering (Aramark)

24 hours' notice for:

- Cancellation of audio-visual equipment
- Cancellation of food service order(s) (Aramark)

2. **Audio/Visual Policies**

- The use of all audio/visual equipment requires a reservation placed three working days in advance of the event date.
- Any equipment that must be sub-rented will be charged to the sponsoring group.
- If there are any special audio/visual requests, these must be made at least two weeks in advance to allow for equipment rental and technician scheduling.
- Fulfilling requests submitted less than 48 hours before your event will depend on equipment and technician availability.
- An AV Technician will be available for setup and training on equipment but will not be available for the entire event to operate equipment unless specifically requested.
- Any special circumstances can be discussed with the JCU HelpDesk at 216-397-3005

3. **Billing (if charges are applicable)**

- Payment arrangements are required to process reservations with billable charges.
- All invoices must be paid within 30 days.

4. **Cancellations**

- Room reservation cancellations should be made at least 24 hours in advance. Failure to notify of event cancellations may result in suspension, or loss of reservation privileges. When this occurs, it will count as a no show against your group/organization.

5. **No Shows**

- In order to accommodate as many request for events as possible, we must ask all organizations/groups to honor their reservations. Organizations which fail to use reserved space (without prior written notification) twice within a school year will be unable to reserve a room for ten (10) weeks.
- The JCU Facilities Dept. reserve the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, at all times, every effort shall be made to provide comparable facilities.