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This document provides guidelines for space reservations including general procedures, timing for submissions, space availability, outdoor space reservations, recurring reservations, reservation timeline, cancellations, fees and pricing, catering policies, parking procedures, right to reassign or terminate, closed days, university events, late requests, reviews, co-sponsorships/fronting, audio/visual equipment usage and staffing policies, music and sound, overtime charges, DVD/Video usage, decorations, and building policies.
GENERAL GUIDELINES FOR SPACE RESERVATION

Student Organizations: Must be officially registered and up-to-date in syncDIN. Student groups not registered on syncDIN will be considered a non-University group.

Furman Departments: Must be officially recognized by the University.

External Organizations: Any organization not classified as a Student Organization or Furman Department. All organizations are subject to approval through the Trone Student Center Administration.

Student organizations and university departments requesting to reserve venues in the Trone Student Center or adjacent areas are not confirmed until receiving a R25/25Live confirmation email. The reservation confirmation itemizes rental rates, audio and visual support, and other event requirements.

RESERVATION PROCEDURES

Reservations are to be submitted online, within the appropriate time frame (please refer to the Reservation Timeline). Requests may also be submitted at https://orgsync.com/48625/forms/203780.

Event requests submitted via the online form will be in time queue to ensure each request is prioritized properly. Requests received by email or phone will be entered into the queue when a reservationist is able to respond, not when the request is submitted.
TIMING FOR SUBMISSION OF RESERVATION REQUESTS

The first dates for Student Organization and Furman Departments to reserve space for each subsequent year are as follows:

- Weekly reservations. Academic Year (August – April) – March 1st
- One time event, Academic Year (August – April) – March 1st
- One time event, Summer Term – November 1st

All external groups will be able to make reservations two (2) weeks after the first date listed above. Exceptions to the request start dates are to be approved by the Trone Student Center Administration.

SPACE AVAILABILITY AND SET UP

To check the availability of spaces within the Trone Student Center, go to the Trone Student Center website, www.furman.edu/studentlife/campuslife/TroneStudentCenter/Pages/EventsCalendar.aspx.

Information about room setups. Sizes, and inclusions may be found on the Trone Student Center webpage, www.furman.edu/studentlife/campuslife/TroneStudentCenter/Pages/rentalrates.aspx.

Please note that the Watkins Room comes with a stage already in place, and the stage cannot be removed.
OUTDOOR SPACE RESERVATIONS

Reservations may be made for outdoor spaces adjacent to the Trone Student Center. Available spaces include but are not limited to the Trone Student Center Hill Courtyard, E Field (outside of Blackwell Residence Hall), Trone Student Center Front Patios, Metcalf Patio (above Barnes and Noble), and the Point of View Fire Pit.

Student organizations may arrange for tables, chairs, and trash receptacles from Facility Services, subject to fees and restrictions. To request these services, email a detailed order to workorder.request@furman.edu.

RECURRING RESERVATIONS

Thomas Room (TSC 208A), Mauney Commons (TSC 208B), Joyner Conference Room (TSC 208 C), and Mauney/Joyner Combined (TSC 208BC) are available for recurring meetings on a weekly basis. Recurring meetings will not be scheduled in the Watkins Room (TSC 211), Burgiss Theater (TSC 202), or the Multipurpose Room (208), Monday through Friday, though a student organization or Furman department may reserve these rooms for a single occurrence meeting if that space has not been previously reserved within one week (7 days) of the meeting date.

RESERVATION TIMELINE

From the time a request is submitted via the online submission form, the following processing period may be expected:

- Two (2) business day for an regular meeting requiring no review or special requirements.
- Five (5) business days for all other events.
- Extended time frames may be required for large or complex events.

CANCELLATIONS

Cancellations will be accepted by the Trone Student Center up to two (2) business days before an event. Cancellations should be communicated to the Trone Student Center Administration via email at trone@furman.edu.
FAILURE TO CANCEL

Student organizations and Furman Departments that do not cancel prior to two (2) business days from the event start time may be charged for rental space and support services.

Student organizations that “fail to cancel” will be notified via email to the event contact on the first and second offenses. For the third and subsequent violations student organizations will be charged for the space. Continued offenses could result in loss of reservation privileges.

FEES AND PRICING

Student Organizations and Furman Departments: Recognized student organizations and Furman departments are not assessed rental fees for Trone Student Center venues if the events are conceptualized, planned, and managed by the organization and which support the mission and objectives of the organization. In addition, members of the organization must be the original requesters, the primary organizers, and the coordinators of the event. Student organizations and Furman departments will be charged for rented equipment, event support costs, and space misuse fees if required. University Police may be required in accordance with University or Trone Student Center policies, this will incur an additional cost.

Furman department billing for support services, rental fees, and other charges occurs on the day following the event, and will be submitted through Interdepartmental Transfer. Payment is due within thirty (30) days of the billing date.

External organizations, please contact the Trone Student Center for information and pricing.
CATERING AND FOOD POLICY

Student Organizations and Furman Departments: Student organizations are not required to use Bon Appetit Catering. However, they must complete a Food Release Form either with their reservation or when they determine there will be food. Any food vendors must have a business license, proof of insurance, and an “A” rating with SC DHEC. Any outside caterers must complete the Catering Application process.

External Organizations: All external guests must use Bon Appetit catering for any event hosted in the Trone Student Center.

The Trone Student Center is approved to host events with alcohol sales and consumption. All events with alcohol must follow Furman University’s Alcohol Policies and any local, state, and federal laws/regulations.

PARKING PROCEDURES

The Trone Student Center preferred parking location is the Trone Student Center parking lot located adjacent to the Furman lake, just outside the Barnes & Noble Bookstore. Students are not permitted to park in the Trone Student Center lot from 8:00AM-3:00PM Monday-Friday. Vehicles are not permitted to on grassy areas; however, University Police may open E-Field (next to Blackwell Residence Hall) for parking during large events requiring additional parking spaces. Event signage can also be requested through University Police for a fee.

RIGHT TO REASSIGN OR TERMINATE

The reservation and use of University property is a privilege, not a right. The Trone Student Center Administration reserves the right to reassign, deny, or cancel reservations and reservations requests.
CLOSED DAY

The Trone Student Center is subject to the University schedule and as such, events will not be scheduled on days the University is closed. In the case of a university closure due to inclement weather the Trone Student Center will attempt to stay open and all events will be cancelled.

UNIVERSITY EVENTS

Furman University reserves the right to restrict the scheduling of events for designated all-University events as determined by the Trone Student Center administration. The events include, but are not limited to, Parents Weekend, Homecoming Week, Orientation, Fall for Furman, Spring for Furman. Student organizations may request exceptions to the protected event policy in writing to the Trone Student Center Administration no less than ten (10) business days in advance of the event.

LATE REQUESTS

Requests that are made after the acceptance processing constraints (refer to Reservation Timeline) will be accepted at the discretion of the Trone Student Center staff. If an appropriate room is available, it may be assigned, but special services may not be available. Special services include changes in room arrangements or requests for audio-visual equipment.

REVIEWS

Requests for reservations for events may be subject to review to ensure compliance with Furman policies and to make sure that the safety of the Furman community is considered. Events and activities that are general reviewed contain, but are not limited to these characteristics:

- Alcohol is served;
- Fire, grills, fireworks, etc. will be used; or
- Extended services are required (furniture rental, event security, additional custodial support, etc.).
CO-SPONSORSHIPS/Fronting

Student organizations and Furman departments shall not use their privileges for access to the Trone Student Center spaces and services inappropriately to “front” for an external organization in order to avoid or reduce expenses and/or provide access to campus for those entities. All sponsoring organizations must have a representative present at any event reserved in the Trone Student Center. All instances of “fronting” for other student organizations or external organizations will result in an adjustment of all related fees to the external organization rate and may result in the loss of reservations privileges.

Audio/Visual Equipment & Staffing Policies

The Trone Student Center has a variety of audio/visual equipment available for use within the building and outdoor areas. Requests for equipment must be made at least three (3) business days prior to the event. A requestor may cancel an equipment order or staffing request up to two (2) business days prior to the event without penalty. Equipment orders or staffing requests cancelled with less than two (2) business days notice will be charged to the guest’s account at the regular rate, even if the equipment is not used.

At large events Audio/Visual staffing may be required. Most events utilizing multiple microphones, lighting, and/or DJ systems will require a Trone Student Center staff member. There will be a per hour charge for staff in these situations.
MUSIC & SOUND

Amplified music such as a live band or DJ is allowed in meeting rooms, with prior approval by the Trone Student Center administration.

Amplification is allowed in the Trone Student Center outdoor areas with approval from the Trone Student Center administration and will be monitored by the Trone Student Center staff. The volume must not be at a level greater than is necessary to reach the audience in the immediate area; it must not be of such a volume as to reasonably interfere with those who are pursuing academic, professional, personal, or other recreational activities.

OVERTIME CHARGES

Overtime charges are applicable to events which require access to the Trone Student Center prior to or after posted building hours. Such charges may also apply to events, which extend beyond the confirmed reservation time when that extension occurs after posted building hours.

DVD/VIDEO USAGE

Federal copyright law restricts the use of videocassettes and DVDs for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, etc.) must secure a license from a booking agency. Videos or DVDs that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus without appropriate license from an approved booking agency.
DECORATIONS

- Decorations may not be glued, taped, or puncture any surface without prior approval from the Trone Student Center administration.
- Treon Student Center tablecloths may be requested; however, food is not permitted on these tablecloths. Any tablecloths used with food must be ordered in advance of the event from Bon Appetit Catering or be provided by the organization.
- Any freestanding decorations must be sable in nature and lightweight in construction.
- Balloons must be weighted or tied to centerpieces/chairs. Any balloon that detaches and is not removed by the organization will incur a fee.
- No decorations may be glued to any surface. No pins or tape may be used to adhere posters, paper, etc., to the walls ceiling, drapes, floor, tables, etc.
- Dry ice is not allowed in the Trone Student Center without prior approval and must be handled by a licenses caterer.
- Electric lights can be used as long as they are used in compliance with the manufacturer’s recommendations.
- NO glitter or confetti (plastic or paper) may be used.
- Smoke machines (or similar devices emitting visible gas vapors) may not be used.
- Painting is prohibited within the Trone Student Center.
- None of the windows in the Trone Student Center may be covered with paper, paint, or other materials without prior approval from the Trone Student Center Administration.

Fire Regulations

- All decorative materials must be flame proof and/or fire retardant.
- No decorations may be hung from the ceiling, placed in offices, rooms, or lounges in a manner that will interfere with safe passage or evacuation.
- Exist signs, fire extinguishers, smoke detectors, fire pull alarms, emergency lights, and audible fire signals/strobe lights cannot be decorated, covered, or obstructed in anyway.
- Any extensive electrical power usage must be approved by the Trone Student Center administration.
- The use of candles, incense, lanterns, oil lamps, and other devices with open flame is prohibited. Catering chafing fuel is permitted and must be handled by a licensed caterer.
DECORATIONS (cont)

Decorating plans not addressed within this policy should be reviewed by the Trone Student Center staff prior to the event. Decorations must be removed immediately after the event, program or holiday.

Violation of any of these policies may result in the suspension of facility reservation privileges for the semester. Additionally, any damages caused will be repaired by Furman University and the requestor will be billed for all costs incurred on the basis of materials required and staff time. Similarly, excessive cleaning charges will be billed to requestor.
BUILDING POLICIES

Alcohol and Tobacco

The Trone Student Center is a smoke-free building, including electronic cigarettes or any other smoking device. Alcohol may not be brought in or out of the Trone Student Center for any reason. Guests may drink alcohol in Tupelo Honey at the Paddock or in a reserved space with a licensed bartender and with the approval from the Assistant Director of Student Activities and the Trone Student Center.

Animals

Only service animals and comfort pets are allowed in the Trone Student Center. All other animals are not permitted in the Trone Student Center.

Wheeled Devices

The use of bicycles, skates, skateboards, and other wheeled recreational vehicles is prohibited inside the Trone Student Center. Bicycles must be left outside and secured to the bike racks provided.

Damage

Equipment owned by the Trone Student Center is not to be removed from any space. Any damage to the Trone Student Center facility, equipment, or furnishings will be the responsibility of the individual or group.

Posting Signs

Flyers and signs must be approved by an associate at the Information Desk and placed in designated areas in the building. No signs should be hung on windows, walls, or other surfaces in the building.
Hazardous Materials

Dry ice and catering chafing fuel must be handled by a licensed caterer. The fire pit may be used under the supervision of a fire monitor and with confirmation from Student Activities.

Food

Food and beverage service is available through the University’s food service provider, Bon Appetit. External organizations must use Bon Appetit. Student organizations and Furman departments may use a preferred food service provider. If student organizations and Furman departments are using food providers besides Bon Appetit then a food release form must be completed and all outside caterers must complete the Catering Application process.

Violations of any of the policies may result in suspension of facility reservations privileges. Additionally, any damages will be repaired by Furman University and the requester will be billed for all costs incurred on the basis of materials required and staff time. Similarly, excessive cleaning charges will be billed to requestor.