# TABLE OF CONTENTS

- General Guidelines for Space Reservation ..................................................... 3
- Reservation Procedures .................................................................................... 3
- Timing for Submission of Reservation Requests ........................................... 3
- Space Availability and Set up .......................................................................... 4
- Outdoor Space Reservations .......................................................................... 4
- Recurring Reservations .................................................................................. 4
- Reservation Timeline ....................................................................................... 4
- Cancellations ..................................................................................................... 5
- Failure to Cancel .............................................................................................. 5
- Fees & Pricing ................................................................................................. 5
- Catering Policy ................................................................................................ 6
- parking procedures .......................................................................................... 6
- Right to Reassign or Terminate ....................................................................... 6
- Closed Day ....................................................................................................... 6
- University Events ............................................................................................. 7
- Late Requests .................................................................................................. 7
- Reviews ............................................................................................................ 7
- Co- Sponsorships/Fronting .............................................................................. 8
- Audio/Visual Equipment Usage & Staffing Policies ...................................... 8
- Music & Sound ................................................................................................. 8
- Overtime Charges ............................................................................................ 9
- DVD/Video Usage ............................................................................................ 9
- Decorations ..................................................................................................... 10
GENERAL GUIDELINES FOR SPACE RESERVATION

Student Organizations: Must be officially registered and up-to-date in OrgSync. Student groups not registered on OrgSync 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 R25/2SLive 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 to the trone@furman.edu email address or by phone at (864) 294-2062. http://www2.furman.edu/studentlife/campuslife/TroneStudentCenter/Pages/PlananEvent.aspx

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 Organizations and Furman Departments to reserve space for each subsequent semester 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, [http://www2.furman.edu/studentlife/campuslife/TroneStudentCenter/Pages/EventsCalendar.aspx](http://www2.furman.edu/studentlife/campuslife/TroneStudentCenter/Pages/EventsCalendar.aspx)

Information about room setups, sizes, and inclusions may be found on the Trone Student Center webpage, [http://www2.furman.edu/studentlife/campuslife/TroneStudentCenter/Pages/PlananEvent.aspx](http://www2.furman.edu/studentlife/campuslife/TroneStudentCenter/Pages/PlananEvent.aspx)

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 Courtyard, Blackwell (E) Field, Trone Student Center Front Patios, Bookstore Patio and 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

Burgiss Theater (202), Thomas Room (208A), Mauney Commons (208B), Joyner Conference Room (208C), and Mauney/Joyner Combined (208BC), are available for recurring meetings on a weekly basis. Recurring meetings will not be scheduled in the Watkins Room 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 days for any 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) days before an event. Cancellations should be communicated to the Trone Student Center Administration via email at trone@furman.edu or by phone at 864-294-2071.

FAILURE TO CANCEL

Student Organizations and Furman Departments that do not cancel prior to two (2) 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 set up and AV labor fees. Continued offenses will result in loss of reservation privileges for the semester.

FEES & 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 and event support costs 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 30 days of the billing date.

External Organizations, please contact the Trone Student Center for information and pricing.
CATERING POLICY

See the Furman University Catering Policy found here: https://policies.furman.edu/view.php?policy=324

The Trone Student Center is approved to host events with alcohol sales and consumption. The full Furman University Alcohol Policy can be found at: http://www.furman.edu/policies/view.htm?policy=641&name=039.1%20Visitors%20to%20the%20Campus&arc=DESC

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 on grassy areas; however, University Police may open Blackwell (E) Field 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 reservation 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, and Spring for Furman. Student organizations may request exceptions to the protected event policy in writing to the Trone Student Center Administration no less than 14 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 generally reviewed contain:

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

All applicants for event reservations are responsible for providing all necessary information to ensure that the University can make appropriate and reasonable review of the feasibility of the event and ensure the safety of the University and guests.
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 “fron” 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 reservation privileges.

AUDIO/VISUAL EQUIPMENT USAGE & 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 an 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 Trone Student Center outdoor areas with prior approval from the Trone Student Center administration and will be monitored by 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 not 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 the 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.
- Trone 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 Bell Tower Catering or be provided by the organization.
- Any freestanding decorations must be stable 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 licensed 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 reservable spaces inside 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.
- Exit signs, fire extinguishers, smoke detectors, fire pull alarms, emergency lights, and audible fire signals/strobe lights cannot be decorated, covered, or obstructed in any way.
- 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.

Decorating plans not addressed within this policy should be reviewed by 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 suspension of facility reservation privileges for the semester. Additionally, any damages done 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 the requestor.