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## TRONE STUDENT CENTER

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### Guidelines for Space Reservation

#### Eligibility

**University Departments & Student Organizations:** Officially recognized University departments and student organizations are eligible to reserve spaces and utilize resources in the Trone Student Center.

**External Organizations:** Requests for reservations from external organizations will be considered as space and availability allows. Such requests may be referred to Conference & Event Services for processing and approval. *Please note: Due to the University's current COVID-19 protocol, the Trone Student Center is currently closed to the public and not accepting external reservation requests.*

All requests to use the Trone Student Center are subject to the [University's Use of Space policy](#).

#### Reservation Procedures

Space requests are to be submitted online via syncDIN, using [this form](#). Space requests are processed in the order they are received. Please note: Requests received via phone, e-mail, or directly through 25-Live will not be processed until the space request form has been completed.

Indoor spaces available to reserve include:

- Watkins Room (TSC 211) – This space can be divided into three smaller spaces, Watkins North Wing, South Wing, and Center.
- Thomas Room (TSC 208A)
- Mauney Commons (TSC 208B)
- Joyner Conference Room (TSC 208C)
- Burgiss Theater (TSC202)

#### Outdoor Space Reservations

Reservations may be made for outdoor spaces adjacent to the Trone Student Center.

Spaces available to reserve include:

- Trone Student Center Front Patio
- Hill Courtyard
- Metcalf Patio
- Blackwell Field
- Point of View Fire Pit

In outdoor spaces, the event/meeting sponsor is responsible for arranging for tables, chairs, and trash receptacles through Facility Services. To request these services, please submit a [work order request](#).

The event/meeting sponsor is also responsible for reserving indoor space in the case of inclement weather. Indoor space at the Trone Student Center is not guaranteed.

### **Recurring Reservations**

The spaces that comprise Room 208 (Thomas Room, Mauney Commons, and Joyner Conference Room) are available for recurring meetings on a weekly basis.

Burgiss Theater is available for recurring weekly meetings after 8PM Sunday through Thursday.

The Watkins Room is not available for recurring weekly meetings Sunday through Thursday.

### **Reservation Request Timeline**

Please allow three (3) business days for the review of your request.

Reservation requests for the next academic year will be considered beginning in March of the current academic year.

### **Cancellations**

Cancellations will be accepted up to two (2) business days before the event/meeting. Cancellations should be communication to the Trone Student Center via e-mail at [trone@furman.edu](mailto:trone@furman.edu). Failure to cancel an event/meeting may result in rental fees being assessed. Continued offenses may result in the loss of reservation privileges.

### **University Events**

The Trone Student Center reserves the right to restrict the scheduling of events for designated all-University events, such as Orientation, Family Weekend, Homecoming, Furman Engaged, etc.

### **Closures**

The Trone Student Center is subject to the University calendar and, as such, events/meetings will not be scheduled on days the University is closed.

In the case of University closure due to inclement weather, the Trone Student Center will attempt to be open for student access, but all events/meetings will be cancelled.

### **Right to Reassign or Terminate**

The Trone Student Center reserves the right to reassign, deny, or cancel reservations.

### **Catering and Food Policies**

University departments and student organizations are encouraged to use Bon Appetit for any catering needs. If a catering or food service other than Bon Appetit is used, the following needs to be submitted prior to the event/meeting:

- Certificate of Insurance

- ServSafe Certification
- Latest DHEC inspection/grade

External organizations are required to use Bon Appetit for any events hosted in the Trone Student Center.

The Trone Student Center is approved to host events with alcohol. All events with alcohol must follow the [University's alcohol policy](#) and local, state, and federal regulations.

## Pricing and Fees

University departments and student organizations are usually not assessed rental fees for the use of Trone Student Center spaces, as long as the event is conceptualized, planned, and managed by the department or organization. Members of the department or organization must be the reservation requestor, as well as the primary coordinator(s) of the event or meeting. Some characteristics of events/meetings that may lead the Trone Student Center to charge a rental fee include, but are not limited to:

- More than 30% of guests in attendance are not members of the Furman community
- An external organization is the primary organizer and/or heavily involved with the execution of the event/meeting
- There is a fee for those in attendance to participate

There may also be fees associated with rented equipment, event support, or extended hours.

Payment is due within 30 days of the billing date.

## Fronting

University departments and student organizations 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. All sponsoring departments and organizations must have a representative present at any event/meeting taking place at the Trone Student Center. All instances of fronting will result in an assessment of rental fees and may result in the loss of reservation privileges.

## Audio Visual Equipment

The Trone Student Center has a variety of audio visual equipment available for use within the building and adjacent outdoor spaces. Requests for equipment must be made at least three (3) business days prior to the event/meeting.

Large events and special audio visual requests may require additional staffing. There will be a per-hour charge in these instances.

## Music and Sound

Amplified sound such as live music or a DJ is allowed in Trone Student Center spaces with prior approval. The sound should not be of such a volume as to reasonably interfere with those pursuing academic, professional, or personal activities in the vicinity.

## Copyright Law

Copyright is a federal law that protects original works of authorship fixed in any tangible medium of expression. Only the creator can use their copyrighted works in the following ways unless they give explicit permission:

- Distribution
- Reproduction
- Derivative Works
- Performance
- Public Display
- Digital Audio Transmission

Works of authorship include the following categories:

- Literary works
- Musical works, including any accompanying words
- Dramatic works, including any accompanying music
- Pantomimes and choreographic works
- Pictorial, graphic, and sculptural works
- Motion pictures and other audiovisual works
- Sound recordings
- Architectural works

For additional information and to determine if you need to obtain permission for your event, please visit the [Library's copyright website](#).

## Decorations

The following guidelines pertain to room décor:

- Decorations may not be glued, taped, pinned, nailed, or similar to any surface without prior approval from the Trone Student Center,
- Any freestanding decorations must be stable in nature and lightweight in construction.
- Balloons must be weighted or tied down. Any balloon that detaches and is not removed by the event/meeting organizer will result in fees being incurred.
- Dry ice is not allowed without prior approval and must be handled by a licensed caterer.
- Electric lights must be used in compliance with any manufacturer recommendations.
- Painting is prohibited within the Trone Student Center.
- Windows may not be covered with paper, paint, or other materials without prior approval.

Prohibited items include:

- Glitter
- Confetti
- Smoke machines (or similar devices emitting visible gas vapors)
- Candles or anything with an open flame

Fire Regulations

- All decorative materials must be flame proof and/or fire retardant.
- No decorations may be hung from the ceiling or placed in any space that might interfere with safe passage or evacuation in case of emergency.

- Exit signs, fire extinguishers, smoke detectors, fire alarms, emergency lights, and audible fire signals cannot be decorated, covered, or obstructed in any way.
- Any extensive electrical power usage must be approved by the Trone Student Center.
- The use of candles, incense, lanterns, oil lamps, or other devices with an open flame is prohibited. Catering chafing candles are permitted and must be handled by an approved caterer.

Decorating plans not addressed within these policies should be reviewed with the Trone Student Center prior to the event/meeting. Decorations must be removed immediately following the event/meeting.

Any damages caused by decorations will be repaired by the Trone Student Center and the event organizer will be billed for all costs incurred. Similarly, any excessive cleaning charges will be billed to the event organizer.

## **Alcohol and Tobacco**

The Trone Student Center is a smoke-free facility, including e-cigarettes or other smoking devices.

Alcohol may not be brought in or out of the Trone Student Center for any reason. Approved events with alcohol must follow the [University's alcohol policy](#).

## **Animals**

Only working service animals are permitted in the Trone Student Center.

## **Wheeled Devices**

The use of bicycles, skates, skateboards, and other wheeled recreational items are prohibited inside the Trone Student Center.

## **Posting of Signs**

Flyers and signs must be approved by the Trone Student Center and may be displayed in designated spaces. Flyers and signs may not be hung on windows, walls, or other surfaces in the building.

All flyers and signs are subject to the [University's policies regarding the posting of signs and banners](#).

## **Damage**

Equipment owned by the Trone Student Center is not to be removed from any space without permission. Any damage to a Trone Student Center space, equipment, or furnishings will be the responsibility of the individual or group.