



Johnson C. Smith University

Conference & Event Services Guide

Table of Contents

Welcome	3
Availability	3
Insurance	3
Payment	3
Cancellation	3
Lodging	3
Catering and Food Services	3
Mail Services	4
Additional Services	4
Driving Directions	6
Transportation	6
Facility Policies	6
Conference and Event Policies	7
Facility Rental Agreement	Error! Bookmark not defined.

Welcome

Thank you for your interest in using Johnson C. Smith University (JCSU) for your upcoming event. JCSU is a beautiful setting for all types of events in Charlotte. JCSU is regularly used for meetings, conferences, camps and many other events. Please review our Guide for important information to assist you in booking your next event.

Availability

University facilities are available to the general public throughout the year. Facilities are designed primarily for use by Johnson C. Smith University students, faculty and staff and are available for off-campus groups provided the schedule does not conflict with any college functions and that proper and adequate university personnel are available.

Insurance

A Certificate of Liability Insurance, naming Johnson C. Smith University as an "Additional Insured," is required for any external group requesting facility use at any JCSU property. This certificate is proof of insurance for liability of property and personal injury in an amount no less than one (\$1M) million dollars per occurrence and two (\$2M) million dollars aggregate. Please note, film production requests require a higher level of liability. Please follow instructions provided in the facility rental agreement on page 2 in the section titled "Insurance." 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 and Event Services office. Please submit Proof of Insurance at least fifteen (15) days before the event date. The Conference and Event Services office can assist with the purchase of policies on events up to five days in duration. Johnson C. Smith University is not responsible for loss or damage to personal property.

Payment

Based on estimated attendance, venue type, and number of venues requested, a refundable security deposit of \$500-\$1,000 is due with the signed and returned contract, which confirms the rental agreement and reserves the facilities. Fifty percent (50%) of the rental balance due is required no less than 45 days prior to the event date; remaining balance is due in full within 15 days prior to the event. Non-profit organizations must provide a copy of your Internal Revenue Service Exemption Letter or Registration Form from the State indicating that your organization is incorporated as a non-profit organization. A signed W-9 is required for any external group submitting a refundable cash security deposit.

Cancellation

Payment for facility rentals cancelled up to thirty (30) days prior to the event will be refunded 100%. Payment for reservations cancelled between thirty (30) and (15) days prior to the event will be refunded 50%. Facility rentals canceled later than fifteen (15) days prior to the event will NOT be refunded.

Lodging

Please refer to <http://jcsuevents.com/lodging> for a list of area hotels the University has negotiated rates for our guests. This list is subject to change periodically.

Catering and Food Services

If your event requires food and beverage, please note, Perkins Management Service has first right of refusal on all food and beverage on campus. In addition to banquet catering, they also provide concessions for events held at the Irwin Belk Complex and Brayboy Gymnasium. The catering director, Mrs. Flora Breeden can be contacted at (704) 433-5162.

To view catering menus and download the catering request form, please visit <http://jcsu.mycampuscuisine.com>. Please complete and return the catering request form to jcsucatering@perkinsusa.com for the fastest response.

Same Day Event Additions

Every effort will be made to accommodate your specific requests and needs. Changes requested the same day of your event may not be feasible. Additional charges may be required to accommodate your request.

Church Reservations

Jane M. Memorial Church is available to rent and is a great venue for weddings and large gatherings up to 490 guests. The church comes equipped with a stage, full sound system, house lighting and heating and air conditioning for your guests. The church is designed primarily for use by Johnson C. Smith University students, faculty and staff and is available for off-campus groups provided the schedule does not conflict with any college functions and that appropriate University staff are available.

Media Services

Media equipment is available to rent at additional costs and should be arranged with the Conference and Event Services office at least fifteen (15) days prior to your event. Provided equipment at no additional cost includes stage lighting, up to 2 corded microphones, 1 wireless microphone, podium, and church A/V system. Only qualified Johnson C. Smith University IT personnel are permitted to operate the A/V system(s) in the Church.

Church Guidelines

- Tacks, duct tape, nails, and pins cannot be used. Non-residue adhesives are permissible.
- Smoking is not permitted at any time on the Johnson C. Smith University campus.
- The University cannot be held responsible for items left in the building.
- The throwing of confetti or use of fireworks is not permitted.
- For evening and weekend events, all items must be removed from the Church by 9:00 pm to accommodate appropriate janitorial cleaning for next day events.

Partisan Policy Involvement

To maintain its integrity as a private institution, Johnson C. Smith University must practice neutrality in regards to any partisan political activity. Johnson C. Smith University cannot endorse, support or promote any political candidate (new office seekers, members of their staff, or their campaign representatives) or any partisan political activity.

Mail Services

Incoming mail will be available for pick up by Conference & Event Services. All mail sent to the guest group should be addressed as follows:

Attn: Conference & Event Services
Johnson C. Smith University
100 Beatties Ford Road
Charlotte, NC 28216

Additional Services**Site Coordinator/Facility Monitor**

A site coordinator or facility monitor is required for all events on campus or Athletic facilities for the full duration of your event. This service is provided at no additional charge during University business hours. After University business hours, a charge of \$20/hour will be charged appropriately.

Event Setup Needs/Request

In the event tables and chairs are not already provided in the facility requested, tables and chairs can be requested through the Computerized Maintenance Management System (CMMS). The University maintains a select number of portable tables and chairs that are available on a first come, first reserve basis. For larger events or specialty rental items such as staging, pipe and drape, tents, lighting, etc., additional fees may apply. * *Same-day or weekend equipment requests are prohibited.*

All equipment in rooms should not be moved by guests at any time. Room setup needs must be requested at least two weeks in advance. Request for external events can be input by the Events Department. Internal events, setup request can be made by the department's administrator or requestor of the event through the Computerized Maintenance Management System (CMMS) by visiting www.Maintenanceconnection.com and submitting a work order. You must have an approved JCSU user account to create work orders on the site. Please follow the instructions below:

For Internal JCSU Department Use Only

How to setup up your SSC - Maintenance Connection (Work Order System) account:

Step 1: Open up browser using Google Chrome

Step 2: Type or click the link <http://www.Maintenanceconnection.com> into the address line

Step 3: When it opens click on "Log In"

Step 4: On the next page that opens up, click on "Want to Sign Up"

Step 5: Click on "I am NOT a Member of Maintenance Connection", then click OK

Step 6: Click on "I have been provided with a Connection Key"

Enter the Connection Key (C55733) and click OK

Step 7: Fill in the required fields (identified with an *) then click OK

- For your Member ID use your first initial and last name (example *jbrown*)

Step 8: This message will appear letting you know you have submitted your request to be a requester:

- Congratulations! You have successfully connected to SSC Johnson C. Smith University.

Please note however that this connection will still need to be approved prior to you accessing it.

- You will receive an email once you have been approved.

How to create a Work Order Request for your event:

Step 1: When you enter a work request you will

- Open up browser using Google Chrome
- Type in www.Maintenanceconnection.com into the address line
- Then click on "Log In"

Step 2: Enter your Member ID and password and click OK to access the Service Requester page

Step 3: Follow drop down box fields to choose your appropriate location, floor, room, area, etc.

- Continue to click on the word more until you have identified the location to its lowest level.

- Type a description of your service/repair request.

- Click submit.

Step 4: You will then be given a screen that indicates your service request was successfully submitted.

Internet Access

Wireless Internet access is available to groups renting campus facilities. Wi-Fi username and password information will be provided by the Conference and Event Services office at least twenty-four (24) hours prior to your event.

Supervisors and First Aid Protocol

Guests are responsible for providing proper supervision and first aid for their group. JCSU requires groups to provide at least one adult supervisor or counselor over 21 years old for every 10 - 15 minors at your event.

Supervisors must be present whenever minors are in the residence halls or campus facilities. Camps and conferences are required to have a designated Medical First Responder on campus at all times during the event. All injuries or emergency incidents must be reported to Campus Police and Conference and Event Services as soon as possible.

Campus Police (available 24 hours a day): x1003 or X1004 from any campus phone or (704) 378-1004. Additional event security may be contracted with prior approval by the University Chief of Police.

Driving Directions

Johnson C. Smith University is located at 100 Beatties Ford Road Charlotte, NC 28216.

From Atlanta: Take I-85 N through South Carolina and into North Carolina to the NC-16/BROOKSHIRE BLVD (EXIT 36) toward US-74 E/DOWNTOWN.

Merge onto NC-16 S toward CHARLOTTE/ERICSSON STADIUM. Take the ramp toward BEATTIES FORD RD/JC SMITH UNIVERSITY. Merge onto FRENCH ST. Turn LEFT onto BEATTIES FORD RD. JCSU campus will be on your left.

From Raleigh: Take the I-440/INNER BELTLINE ramp toward CARY/DURHAM. Merge onto I-40W. Merge onto US-70 W/US-29 S (EXIT 123) on the LEFT toward HIGH POINT/CHARLOTTE. Take I-85 S toward CHARLOTTE. Merge onto I-77 S/US 21 S (EXIT 38) toward COLUMBIA. Take FIFTH ST WEST/TRADE ST WEST (EXIT 10C). Turn RIGHT onto W 5TH ST. Go straight through the first light, which merges onto Beatties Ford Road. JCSU campus is on the right.

Transportation

Travel in and around Charlotte is convenient and affordable. Visit <http://www.charlottesgotalot.com/getting-around> for travel options available.

Facility Policies

These policies are intended for the protection of the University and community members and are not intended to interfere with provided services.

1. Smoking is not permitted at any time on the Johnson C. Smith University campus. Guests may not be in possession of firearms, weapons, and knives with blades greater than three inches, ammunition, fireworks, explosives, and/or highly flammable materials. Any deviance from this regulation will be cause for immediate termination of contract and any and all events.
2. Johnson C. Smith University is a dry campus and prohibits alcohol consumption unless approved by Perkins Management Services in appropriate facilities.
3. No food or beverage may be served in residence or meeting areas except with written permission from Perkins Management Services.
4. Guests/Renters are responsible for all damage charges incurred. Payment for such damages will be assessed and due at checkout or conclusion of event.

5. Guest groups are required to provide their own liability and accident insurance. Proof of insurance coverage must be submitted to Conference Services along with the signed Event Order. It is necessary for Johnson C. Smith University to be listed as an “additional insured” party.
6. Based on estimated attendance, venue type, and number of venues requested, a refundable security deposit of \$500 - \$1,000 is due with the signed and returned rental contract. The deposit will be held to be used toward any damages or policy violations that may occur during use of the facility.
7. In the event of approved furniture moves or additions, proper padding and protective coverings must be used to protect floors and walls from damage whether furniture is moved by University maintenance staff or external vendors. Damages caused by improper handling are subject to damage and/or replacement fees.
8. Johnson C. Smith University is not liable for any failure or delay in performance due to the effects of acts of God, weather and/or natural disasters, and wars. The Conference and Event Services office will, in good faith, make every effort to reschedule the event based on venue availability.
9. Groups that desire to use Johnson C. Smith University facilities must be supportive of the mission statement and core values of Johnson C. Smith University.
10. Proper supervision of participants and guests is required.
11. The group is responsible for the conduct of their members while on campus and also for any intentional or accidental damage that occurs from guest activity. Fees may be in addition to the costs of repairs or replacements for damaged equipment or facilities.
12. Facilities must be left in the same condition they were found. Additional fees may be applied for damages or replacement.
13. Prices are subject to change without notice.
14. Facility tours may be scheduled with Conference and Events Services by appointment only Monday – Saturday.

Sign Hanging and Decorating

The following are strictly prohibited without permission:

- a. Attaching any object to any JCSU premise by nail, screw, and/or approved adhesives
- b. Altering the layout of any facility by removing or relocating interior and/or exterior furnishings, shades, blinds, and/or equipment.
- c. Accessing sound/media equipment.
- d. Using and/or unlocking common area doors leading into areas not contracted for use.

Conference and Event Policies

Student/Faculty Use of Campus Facilities

Any event sponsored and/or chaperoned by faculty, staff, or a student organization that falls within the University's Strategic Priority qualify for free facility reservations. However, the additional requirements set forth below still apply:

1. Any internal use of campus facilities by faculty, staff, or student organizations during normal business hours will not incur usage fees inclusive of housekeeping, facility maintenance, audio/visual setup and breakdown.
2. Any internal use of campus facilities by faculty, staff, or student organizations use of campus facilities outside of normal business hours will incur usage fees inclusive of housekeeping, facility maintenance, audio/visual setup and breakdown.
3. A department designated staff member is required to be present at the sponsored event at all times or a fee for the use of the facility will be charged in full. Event Services requires an emergency contact number for the designee.

4. Any facility or property damaged during the event will be billed to your department.
5. If your department sponsors an external event, regardless of business hours, your department is financially responsible for the use of the facility inclusive of usage fees and/or damages. These fees may be passed on to the external organization by your department.

A faculty, staff, or student organization may initiate a request for facility reservations for an external organization with the following stipulations:

1. Faculty and staff receive a 50% discount off standard facility rental rates for non-University related event rentals and must be the responsible signor of the facility rental agreement.
2. If the external organization is requesting space solely based on their relationship with a University employee or student they do not qualify for the student/faculty/staff discounts. They will be charged according to the status of their organization.

Athletic Facility Related Events

All external athletic events and rental requests for any athletic complex must be managed by Conference and Event Services.

Colleges, departments and programs who seek monetary contributions as a result of a community partner's external event held at Johnson C. Smith University will receive 50% of the total facility rental fee exclusive of support services and administrative fees. Such events must be approved by the Dean or department head of the recipient college, department or program as well as the Conference and Event Services manager. The facility rental process must be managed by Conference and Event Services. A budget transfer of the total contribution will be processed within 30 days of the event's completion.

Student Event Planners Policy (Non-Academic or Student Government Organization)

Student social events may be planned for the enjoyment of the JCSU community. Our primary concern is to provide entertainment for students in a safe atmosphere. Therefore, unless otherwise stated, all student social events are held at the discretion of the University. The Faculty Staff advisor is responsible for monitoring its own event under the overall direction of Student Engagement and Campus Police. If the advisor is not present the event is subject to be cancelled.

1. Each event (including all details and arrangements) must be discussed with, and approved by, the Dean of Students and Campus Police at least two weeks before the event is to occur. If the event is to occur in a residence hall or campus house, the Dean of Students will include the Residence Hall Director in the approval decision.
2. The directors of Campus Police and of Student Engagement work with the student event planners to prepare for the safety of the audience at the event. Student event planners must work with the Chief of Campus Police and Dean of Students proactively during the entire planning process until the event's completion to help ensure a well-organized and safe event for the community.
3. Security personnel will be hired as necessary by the Chief of Campus Police.
4. Campus Police may check JCSU IDs before students may enter the event. Guests must also show a form of picture ID before entering the event. The decision to check IDs or not will be made by the directors of Campus Police and of Student Engagement.
5. JCSU students may have guests at an event. Unless a relative of a JCSU student Code of Conduct (Student Handbook) or a prospective student hosted by the Admissions Office, all guests must be at least 18 years of age. Exceptions may be made in advance with the Dean of Students. JCSU students are completely responsible for their guests and must remain with them at the event at all times.

6. Students sponsoring the event must make our Community Principles and Practices expectations known and work with the Office of Campus Police to ensure the safety of those attending the event.
7. Johnson C. Smith University is an alcohol-free campus, including all University-owned housing except the President's House. Alcohol is not permitted at any student planned or sponsored events.
8. Once approval for a student planned event has been obtained from Student Engagement and Campus Police the student organizer will be subject to the standard facility rental rates and support services required to host an event on JCSU property.

All Other Events: Alcohol Use Policy

The possession, consumption, and/or distribution of alcoholic beverages by students, employees, and visitors is prohibited on Johnson C. Smith University owned, leased or managed property, with limited exceptions.

I. POLICY PRINCIPLES

- A. Johnson C. Smith University is an alcohol-free campus, including all University-owned housing except the President's House.
- B. Property leased to tenants is excluded from this policy but required to provide a valid Certificate of Insurance with liability limits outlined in the tenant's lease agreement.
- C. Exceptions to this policy may only be requested by the University faculty/staff and external event clients and granted if all of the following conditions are met:
 1. The event is approved by Event Services and the Office of the President.
 2. The alcohol is served by a University-licensed caterer or bartending service, which must be registered with the JCSU Business Office prior to receiving any payment from Johnson C. Smith University or the Event Sponsor (registrant).
 3. The event sponsor and University-licensed caterer agree to comply with the University's Requirements for Serving Alcohol at Johnson C. Smith University and the Drug-Free Campus and Workplace Policy.
 4. The use of alcoholic beverages on University property remains in compliance with all applicable laws and regulations.
 5. The alcohol is not purchased with state or federal funds, either directly or indirectly.

II. EFFECTIVE DATE

March 1, 2018

III. APPLICABILITY

All Students, Employees, Visitors, Groups and Organizations on University property.

IV. POLICY MANAGEMENT

Responsible Office: Department of Risk Management and Safety

V. POLICY PROCEDURES

- A. For any event at a University-owned location approved under University policy for the use and consumption of alcohol where alcohol is provided in return for the giving of some consideration (e.g., cash bar, paying for a dinner ticket, donations made in return for drink tickets, fundraising events, etc.) the registrant must obtain a Special Event License from the Alcoholic Beverage

Control Board through Perkins Management. This process can take up to 6-8 weeks so planning well in advance for this requirement will be necessary.

- B. For events held at a University-owned location approved in accordance with this policy for the use and consumption of alcohol, but not already licensed by the ABC Board, where the event is not open to the public (e.g., a donor recognition event, private party or other event with a guest list), and where no consideration is given by the guest for the alcohol (e.g., a wedding reception with an open bar), and where the alcohol was not purchased by the caterer, no license for the distribution of alcohol is required.

However, the additional requirements set out below will still apply to the conduct of the event:

1. The Event Sponsor (registrant) is responsible for compliance with all open container laws.
2. The Event Sponsor (registrant) is responsible for laws concerning possession or consumption by minors.
3. The University may grant or deny requests for the use or consumption of alcohol on property owned by it in its sole and absolute discretion.
4. Johnson C. Smith University does not assume any responsibility for ensuring that the Event Sponsor (registrant) follows applicable laws and regulations regarding the use, sale or consumption of alcohol.
6. A University-licensed caterer or bartending service must be used.

VII. SANCTIONS

Violators of this policy are subject to the enforcement of North Carolina state law governing the use of alcohol by appropriate city, county, and state officers, irrespective of any additional action that the University may consider appropriate under the disciplinary policies governing students, employees and external event sponsors (registrants).

Sample JCSU Facility Rental Agreement

All requests for facility rentals are approved at the discretion of University. This is a Rental Agreement between Johnson C. Smith University (Herein after known as Johnson C. Smith University or JCSU) and [REDACTED] (Herein after known as CLIENT) for the use of any facilities owned, managed or leased by Johnson C. Smith University.

This agreement is made with the understanding special University events may preclude use of these rented facilities by the CLIENT. In such instances, suitable alternate facilities may be provided if available to the mutual satisfaction of both parties. Johnson C. Smith University will endeavor to provide 30-day written notice when such accommodation is anticipated.

Terms and Conditions

Reservations

NOTICE TO EVENT ORGANIZERS: Masks are optional but recommended for all indoor events. All event participants are currently required to present a valid COVID-19 vaccination card or proof of negative COVID-19 test taken within 72 hours of the event date. Enforcement of this policy is the responsibility of the authorized signor of this agreement.

Please note, all reservations are subject to current NC legislation issued by the NC Governor via Executive Order regarding event operations during the COVID-19 Pandemic.

Facility capacity is subject to change according to NC legislation issued by the NC Governor via Executive Order at all times and does not affect Johnson C. Smith's facility rental rates or refund policy.

In order for an event to be guaranteed, a rental deposit of fifty percent (50%) of the total rental, support and administrative fees, along with the specified security deposit, must be paid and receipt confirmed to secure the requested facility reservation. The remainder of any rental fee is required fifteen (15) days prior to use of the facility. Recurring monthly rental fees shall be paid on the 1st of each month. Payment shall be made by cashier's check, money order, certified check, or credit card. Failure to make payment as contracted will result in termination of this agreement. A cancellation and notice to vacate the premises will be emailed and/or mailed to the CLIENT.

Hours of Operation

Events may not last beyond 11:00 p.m. without prior approval from Johnson C. Smith University staff. This 11:00 p.m. deadline includes load out time. The CLIENT will be charged \$150.00 per hour if the event and/or load out time exceeds 11:00 p.m. or if it exceeds a delegated deadline previously approved by staff. CLIENT is responsible for making sure guests leave the building at an appropriate time in order for CLIENT to finish load out before the time deadline. Arrangements must be made by the CLIENT to have all rental equipment picked up and removed from the facility the same day as the event and before the event's time deadline unless there is prior approval. Johnson C. Smith University is not responsible for any damage or theft of any items left by the CLIENT or any guest attending the CLIENT's event.

Marketing and Promotion

No publicity shall be released by the CLIENT until acceptance of this Facility Rental Agreement by JCSU has been confirmed. Noncompliance will result in the immediate termination of this Agreement.

CLIENT agrees that all use of the University name or any logo, trademark or other indicia, broadcasting and telecasting privileges are reserved for JCSU and CLIENT shall not broadcast or telecast or permit to be broadcast or telecast in any way from the facility without the written consent of Johnson C. Smith University. The filming or photography of event activities or of the facility for commercial purposes requires prior written approval of the University Communications and Marketing Department and may require compensation to the University and compliance with a filming/photography agreement.

Insurance

1. In order to use the facility, Client shall maintain in force at all times during the event covered by this Agreement the following insurance on an occurrence basis: (a) commercial general liability (“CGL”) insurance, including bodily injury, property damage, premises and contractual liability, with minimum limits of \$1,000,000 per Occurrence/\$2,000,000 Aggregate; (2) Automobile Liability insurance with minimum limits of \$1,000,000 per Occurrence/Combined Single Limit covering “any autos,” including owned, leased, non-owned and hired vehicles; and (3) Workers’ Compensation Insurance with amounts required under state law and Employers’ Liability insurance with minimum limits of \$1,000,000.
2. The CGL insurance policy must: (a) name JCSU and its affiliates, trustees, directors, officers, partners, principals, employees and agents (collectively the “Additional Insureds”) as additional insureds pursuant to an endorsement that provides coverage for all claims or lawsuits arising out of or related to this Agreement, including claims alleging independent acts or omissions of the Additional Insureds; (b) contain a waiver of subrogation rights as to JCSU; and (c) contain cross-liability and severability of interests coverage and be primary and non-contributory.
3. Client must furnish to JCSU before the effective date of this Agreement certificates of insurance for all insurance policies required under this section showing the Additional Insureds as additional insureds. Client shall send an electronic copy of the certificate to Tenessa Moore at tmoore@jcsu.edu or events@jcsu.edu. The certificate shall be issued to:

Johnson C. Smith University
100 Beatties Ford Road
Charlotte, NC 28216
ATTN: Risk Manager, Office of the President

4. Client must also provide at least 30 days written notice to JCSU before any cancellation or restrictive endorsement to any of the required coverages.

Food and Beverage Policy

Johnson C. Smith University recognizes and respects the role of food in the activities of campus departments, student organizations, and special events. In an effort to ensure the safety and quality of the food provided at special events, meetings, conferences, etc., JCSU has chosen to outsource food services to Perkins Management Service. Perkins Management Service has first right of refusal on all food and beverage served on University property.

If Perkins Management Service waives its right to provide food and service for an event the off-campus food vendor must provide the appropriate documentation outlined by Perkins Management Service as applicable. This policy includes but is not limited to caterers, food trucks, bakeries, and donated food and/or beverage.

Failure to comply with the above policy will result in a fine of \$250 per vendor per incident. An invoice will be provided for the complete balance due and must be paid within thirty (30) business days from the date of invoice. Failure to complete payment within thirty (30) business days will result in further legal action as allowed under North Carolina law.

Alcoholic Beverage Policy

Johnson C. Smith University shall abide by all laws of the State of North Carolina concerning the use and serving of alcohol. Each CLIENT who wishes to have alcohol at their event must abide by the following regulations regarding alcohol use in JCSU facilities.

- Any alcohol served beyond beer and wine must be approved no less than forty-five (45) days prior to CLIENT’s event by the University’s caterer, Perkins Management Services, and the Conference and Event Services Manager.

- Alcoholic beverages may be consumed without a permit when there is no monetary exchange for the beverage and when there is no admission charge for the event. If CLIENT charges admission for the event, a temporary alcohol permit will be required and retained on file no later than fifteen (15) days prior to CLIENT'S event. The sale of alcohol is not permitted during any events held on JCSU premises with limited exceptions.

Fees and Charges

Payment Policy

A fifty percent (50%) deposit of the facility rental fee and a refundable \$500-\$1000 security deposit is due at the time the CLIENT enters into this Agreement. These are required as an initial deposit. The remaining balance of total costs is due no less than fifteen (15) days prior to start of the event. While facility rates are fixed daily rates, support services such as housekeeping, grounds keeping, site coordinators, athletic facility monitors, and security are billed hourly. Should the event exceed the contracted duration, any additional hours of support service rendered will be invoiced within 48 hours of the event's conclusion. Additionally, if there are any fines or damages owed due to negligence or non-compliance of this agreement, an invoice will be provided to CLIENT within 48 hours of the event's conclusion. Failure to pay any outstanding balance may result in a debit of the credit card or security deposit on file. Johnson C. Smith University accepts all major debit and credit cards, cashier's check, money order, or business check payable to "Johnson C. Smith University." Johnson C. Smith University does not accept personal checks.

Cancellation Policy

Facility capacity is subject to change according to NC legislation issued by the NC Governor via Executive Order at all times and does not affect Johnson C. Smith's facility rental rates or refund policy.

Payment for facility rentals cancelled up to thirty (30) days prior to the event will be refunded 100%. Payment for reservations cancelled between thirty (30) and (15) days prior to the event will be refunded 50%. Facility rentals canceled later than fifteen (15) days prior to the event will NOT be refunded.

If deposits are not received on or by their due dates, Johnson C. Smith University has the right to cancel the function and retain any payments already paid. All payments and documentation are due prior to the event date. When facility is reserved less than 30 days before the event date, all agreements, documentation, and payment must be completed within 7 days prior to the event date and are non-refundable with the exclusion of the insurance certificate which may be cancelled up to 24 hours prior to the event date.

The security deposit in the amount specified below will be refunded approximately thirty (30) days after confirmation the facility is in the same physical condition at the conclusion as at the start of the event. An IRS W-9 Form must be completed by the CLIENT to receive the security deposit refund if applicable.

The University may terminate this rental agreement at any time for CLIENT'S violation of any of the provisions or conditions below or the University determines in its discretion that the use of the premises under this lease is or may be undesirable, offensive, non-acceptable for educational and cultural use or may cause damage to the premises, its furnishings or equipment or injury of person lawfully on the premises. In the event of such termination, no refunds will be made when the event is canceled by Johnson C. Smith University due to the CLIENT's noncompliance with terms and conditions. Johnson C. Smith University shall not be held to any obligation for present or future use of the leased premises.

Force Majeure

Both the CLIENT and Johnson C. Smith University will be released from their respective obligations in the event of acts of God, war, terrorism, severe natural disasters or if any other cause beyond the reasonable control of the parties renders performance of the contract between them impossible.

Indemnification

CLIENT agrees to defend, indemnify and hold harmless Johnson C. Smith University and its trustees, officers, representatives, employees, agents, servants, students, faculty, and staff from and against any and all third-party claims, demands, causes of action, or liabilities incurred by Johnson C. Smith University or its trustees, officers, representatives, employees, agents, servants, students, faculty, and staff, arising from CLIENT's negligence or willful misconduct under this Agreement or the negligence or willful misconduct of CLIENT's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of CLIENT, except as may arise solely from the negligence or willful misconduct of Johnson C. Smith University or its trustees, officers, representatives, employees, agents, servants, students, faculty, and staff only in the manner and to the extent permitted under North Carolina law, including but not limited to the NC Tort Claims Act, GS 143-291, et seq., and without waiver of its sovereign immunity.

Johnson C. Smith University, including its governing board, trustees, directors, officers, employees, and any Participants, agents or volunteers acting at Institution's direction (collectively referred to as "Releasees") shall not be liable or responsible in any way for, and CLIENT hereby waives all claims against Johnson C. Smith University with respect to or arising out of or related to, any death, injury or illness including any death, injury or illness related to infectious diseases or emerging infectious diseases identified by the CDC or otherwise, that may be suffered or sustained by CLIENT or any employee, invitee, guest, or agent of CLIENT or any other person as a result of any CLIENT'S actions or inactions, directly or indirectly, or any loss or damage or injury to or theft or loss of any property belonging to CLIENT or any employee, invitee, guest, or agent of CLIENT on [Institution] property including but not limited to any property placed by CLIENT in or about Johnson C. Smith University's buildings, properties or facilities. The provisions of this paragraph shall survive the termination of this Agreement with respect to any damage, injury, illness, or death occurring prior to such termination of this Agreement. If CLIENT is a governmental body, the CLIENT agrees to indemnify Johnson C. Smith University for the full amount of any claim Johnson C. Smith University must contribute toward the settlement amount due to the amount of the claim exceeding the state statutory liability limit for governmental entities. If CLIENT requires its participants to sign a hold harmless and / or an indemnification agreement, such agreement shall release Johnson C. Smith University in the same manner as CLIENT.

Johnson C. Smith University agrees to defend, indemnify and hold harmless CLIENT and its employees and invitees from and against any and all third- party claims, demands, causes of action, or liabilities incurred by CLIENT or its employees or invitees, arising solely from Johnson C. Smith University's negligence or willful misconduct or the negligence or willful misconduct of Johnson C. Smith University's vendors, employees, or contractors. CLIENT will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property. CLIENT agrees to abide by this Agreement and acknowledges having received a copy thereof. CLIENT will be held financially responsible for any damage to the facility or equipment, which occurs through the CLIENT's meeting or event at the facility. CLIENT also agrees to indemnify, defend and hold harmless Johnson C. Smith University against all claims for copyright, patent or other intellectual property infringement including claims for licenses and royalties, as a result of Johnson C. Smith University or CLIENT'S use of any and all, without limitation, CLIENT provided materials, recordings, transmissions, videos, software, hardware etc., in connection with the Event. A public performance license issued by a valid performing rights organization (PRO) must be submitted to Johnson C. Smith University prior to the CLIENT event in accordance with this agreement or the event may be subject to cancellation due to non-compliance.

Compliance with Laws and Lessor Policies

CLIENT agrees to comply with all federal, state and municipal laws, statutes, regulations or ordinances and all agencies thereof, including but not limited to those relating to the payment of taxes or other charges on tickets, admissions or in any way connected with the Event. CLIENT further agrees to comply with all rules or requirements of the local police and fire departments, and to obtain and pay for any and all required permits and licenses (i.e. health department, liquor licenses, etc.).

1. Live animals, except for service animals, may not be brought onto the premises without prior approval from the JCSU Conference and Event Services Manager.
2. CLIENT understands that there are occupancy limitations in the facility and agrees that there shall not be admitted to the facility a larger number of persons than the seating and/or fire capacity thereof will accommodate.
3. CLIENT and his/her guests are restricted to the rental area(s) outlined in this Agreement. Failure to comply may result in the termination of this Agreement.
4. The CLIENT may not sub-let any portion of any JCSU facility, regardless of whether or not for monetary gain.
5. Johnson C. Smith University is a smoke-free campus. Smoking is not allowed inside or outside any JCSU facility.
6. Weapons are prohibited on University property.
7. Johnson C. Smith University staff may enter any of the rented premises at any time on any occasion.
8. Johnson C. Smith University reserves the right to take photographs of events held in any rental facility for its own records and for use in future.
9. Throwing rice, confetti, birdseed, or other materials inside any JCSU facility is prohibited.
10. Open flames of any kind including candles, smoke, fog, or haze producing equipment of any kind are prohibited.
11. Food and beverage in non-designated areas are prohibited.
12. The CLIENT may install exterior "yard" signage, interior building signage, furniture, furnishings, equipment, etc., at locations approved by Johnson C. Smith University on the day(s) of the event. Exterior signage shall not create unsafe traffic conditions for pedestrians or vehicles. Interior signage shall be free-standing or affixed to CLIENT'S free-standing property (tables, easels, etc.). All signage shall be promptly removed at the conclusion of the event.

SPECIAL ARRANGEMENTS		
Food Service?		Food service for events on campus must be approved by the Conference and Services Manager prior to event promotion. The facility must be reserved and confirmed before food service can be confirmed. Such needs must be defined and accepted at least 15 days prior to the start of the event. Describe Food Service needs:
Yes	No	
Security Needs?		Security and crowd control shall be provided and/or approved through JCSU Campus Police Department. Services requiring overtime or supplemental forces will be determined once the logistics and nature of the event is discussed, and charged accordingly. If, due to the nature of the event, it becomes necessary to provide additional police and/or security personnel, the added service will be provided using the following rates: Police Officer @ \$31.00/HR Security Officer @ \$22.00/HR Police Sargent @ \$38.00/HR <i>Rates may be subject to change.</i> Describe Security needs:
Yes	No	
Audio/Visual Needs?		A/V set-up/take-down that cannot be completed during normal business hours will be charged at a fee of \$100. Technical assistance required during a period of the event is an additional expense that will be determined once start/end times are established and must be scheduled at least 48 hours prior to the start of the event. Describe A/V needs:
Yes	No	
Table/Chair Needs?		Tables and chairs are generally provided upon request at no charge but not guaranteed due to availability. Any 3 rd party event rentals paid directly by the CLIENT are the CLIENT'S responsibility. JCSU accepts no liability for CLIENT 3 rd party event rentals inclusive but not limited to loss, damage, or theft. No facility furniture is to be moved in any building without authorization from the Conference and Event Services Manager. Describe table and/or chair needs:
Yes	No	
Parking Needs?		Parking on the JCSU campus is free and generally accommodated within lots adjacent to the rented facility at the direction of the Duty Officer in the Main Entrance Guard Booth. Parking at the Mosaic Village Parking Deck is a flat fee of \$7.00 per vehicle and must be requested at least 72 hours in advance of the event. Parking fee(s) may be billed separately. Describe parking needs:
Yes	No	
Other Needs?		Other needs must be defined and accepted at least 48 hours prior to the start of the event. Describe other needs:
Yes	No	

RENTER INFORMATION			
Organization:		Contact:	
Address		FEIN or Tax ID:	
		Non-Profit ID:	
Phone:		Email:	
VENUE INFORMATION			
Event(s):			
Date(s):		Start Time:	End Time:
Facility:		Estimated Attendance:	
Participants:			

UNIVERSITY USE ONLY			
	\$0.00	Facilitated by: Tenessa Moore	
		Date:	
Support Services Fees			
Site Coordinator	\$0.00		
Housekeeping	\$0.00		
Security	\$0.00		
Administrative Fee	\$150.00		
Event Insurance	Client Provided	Certificate of Insurance Receive By Date:	
<u>Subtotal</u>	\$0.00	(Insurance can be purchased through JCSU/Event Services)	
Security Deposit (refundable)	\$0.00	Waived with credit card on file for events of 200 people or less.	
<u>Balance Due w/Security Deposit</u>	\$0.00		

ACCEPTANCE		
Renter Authorized Agent:	Signature:	Date:
Johnson C. Smith University: Teare M. Brewington	Signature:	Date:

Facilities Director Initials: _____, Erna Perkins-Jones