

## Campus Event Operations and Support

### Building and Services Guidelines

#### **CONTRACT**

Please read the facility rental agreement thoroughly and approve/confirm via the CEOS Reservation Office by the indicated deadline date. By doing this, you are agreeing to all provisions specified on this sheet. Failure to approve/confirm may lead to reservation cancellation. Reserving parties must meet the requirements set the NAU's contracting and insurance department. If you do not understand any part of the agreement, please contact the CEOS Reservations Office at 928- 523-4313.

#### **HOURS OF OPERATION**

Events scheduled outside of the building's normal hours of operation may be subject to an additional fee. Hours of operation are subject to change based on Holidays, events, and departmental needs. Please check with the CEOS Reservations office for more specific building hours.

#### **ROOM SET**

Groups have the choice of a conference square, theater, conference "U", or classroom. Set requests must be made 48 hours in advance. Any changes to the standard room set may result in a staffing charge.

#### **PARKING**

Parking permits may be required for on-campus parking during your event. For parking permits and information, please contact the CEOS Reservations office at 928-523-6623 at least 3 business days in advance. **NOTE: Permits are not valid in metered and reserved areas.**

#### **ROOM RESPONSIBILITY**

All groups are responsible for leaving the room in the same condition and in the same setup as found. Nothing may be glued, nailed, taped, pasted, or affixed to the walls, doors, floors, or windows. Blue masking tape is allowed and available at the Information Desks upon request.

#### **ROOM RESTRICTIONS**

Fog machines, glitter, confetti, paint, and open flames of any kind are not allowed. Users may not burn any substances at any time. This includes, but is not limited to, candles, incense, etc.

#### **TECHNOLOGY**

Student Unions Staff is available to trouble shoot low-level technology issues. Staff will aid in contacting NAU ITS when the issue exceeds their knowledge. Student Unions runs regular technology checks; if a technical issue is not resolved during your event, please note that rental fees will still be applicable. For additional assistance with technology, including internet connectivity, contact NAU ITS, 928-523-2971.

#### **FOOD AND DRINKS**

Only food and beverages provided by NAU Dining Services will be allowed an approved food waiver. Dining Services can be reached at 928-523-4981, building #30.

#### **ALCOHOL USE**

Alcohol is not allowed in any on campus rooms. If groups are interested in requesting an alcohol waiver, please contact Campus Services and Activities at 928-523-6026, or by email at [unions@nau.edu](mailto:unions@nau.edu).

#### **STUDENT GROUPS/ORGANIZATIONS**

Student groups must be registered with the LEAP Office and, if applicable, Fraternity and Sorority Life, building #30, 928- 523-5181.

Student organizations are allotted one 2-hour or less meeting per-week for free. Any reservation outside of that may result in a Room charge or Labor charge.

All Events / Fundraisers / Vendor booths must be fully approved in True Blue Connects to occur.

#### **SERVICE ANIMALS**

Service animals are welcome on the premises, but all other animals are prohibited.

#### **NOISE LEVELS**

In order to prevent interfering with other users, noise levels must be kept to a minimum. If sound levels become disruptive, the responsible party may be asked to vacate immediately and will be subject to a review regarding future use.

#### **RENTAL FEE**

Base rental fee includes tables, chairs, and technology available within the space.

#### **TICKETING**

Groups charging admission for entrance to their event are required to use the Central Ticket Office for ticketing at 928-523-5661.

#### **CANCELLATIONS**

If you no longer need this reservation, notify the CEOS Reservations Office immediately or no fewer than 48-hours prior to the scheduled event, at 928-523-4313. If you fail to do so, **rental fees will still be applicable.** "No Show" fees may also be assessed. Recurring issues with cancellations may have reservation privileges suspended.

**SAFETY MANAGEMENT**

We reserve the right to call matters of safety, which may impact reservations and events (ie. Inclement weather, power outage, etc.)

**WEAPONS**

Weapons and simulated weapons may only be allowed if you have received an approved Temporary Weapons Exemption Permit and provided a copy to the CEOS Reservations Office.

**ADDITIONAL REGULATIONS/FEES**

CEOS staff reserves the right to impose additional regulations, arrangements, or rental fees as deemed appropriate within its facilities.