

## **General in-house Event Coordination (EC) Guidelines/Procedures**

### **All Fees are included in the University Fee Schedule**

**All spaces and resource reservations require at least 5 business days notice**

#### **Jackson Building**

- Building hours are 7am-11pm daily. Building is closed when the University is closed
- Schedule one-year in advance
- Keys are checked out to MTSU staff members. Return check-out key in drop box
- Capacity is 150 with tables/chairs and 200 standing room only
- Room tables/chairs should not be moved out of the room
- SSC and EC handles all set up/break downs (without charging)
- A MTSU Student organization advisor must be present during student group events
- External clients are not allowed
- Candles are not allowed and no tape on walls or doors
- Groups will be charged for current University rate for set up/ trash if they are the second group to use the building in one day or over the weekend
- Extra University cleaning fee rate will be charged if confetti and/or glitter are used
- AV Services is allowed to be used for department use only
- AED machine inside the room
- Event Productions is required for student organizations needing technology
- Event Productions is scheduled through EC
- Work Orders are scheduled through EC
- Parking Services is scheduled through EC
- All groups must contact Food Services directly
- EC notifies the Marketing and Communications division, as needed
- EC notifies Police of any event involving money or tickets or as needed
- Tornado location is the basement and restroom areas

#### **Foundation House**

- House is not fully ADA compliant
- House closes at 11pm daily. Building is closed when the University is closed
- Direct cost fees for after hours (set hours 7:30am-4:30pm M-F)
- Schedule one-year in advance
- Will not check out keys for access
- University sponsored and University co-sponsored events only
- Capacity of 45
- Do not move inside furniture
- Candles are not allowed and no tape on walls or doors
- Extra University cleaning fee rate will be charged if confetti and/or glitter are used
- All groups must contact Food Services directly
- EC submits all Work Orders
- EC notifies Police of any event involving money or tickets or as needed
- TMC staff keeps up yard area
- Tornado safe location is the basement

## **MEC Miller Meeting Room/Atrium**

- Building hours are 7am-10pm. Building is closed when the University is closed
- Schedule one-year in advance
- Building access is handled through EC with the key shop
- Atrium capacity is 150 with tables/chairs and 250 with chairs only. 120 with round tables
- Meeting room capacity is set for 75 but additional tables/chairs can accommodate 100
- Room tables/chairs should not be moved out of the room
- A MTSU Student organization advisor must be present during student group events.
- External clients are not allowed
- Direct cost fees include technician in the room and room set up
- All set ups are handled through EC
- Groups are allowed to do their own set up at no charge
- Event Production is required for any technology usage
- Event Productions is scheduled through EC
- Candles are not allowed and no tape on walls or doors
- Extra University cleaning fee rate will be charged if confetti and/or glitter are used
- Work Orders are scheduled through EC
- Parking Services are scheduled through EC
- EC notifies Police of any event involving money or tickets or as needed
- All groups must contact Food Services directly
- Tornado location for 2<sup>nd</sup> floor is interior hallways

## **ING MT Center**

- Building hours are 7am-10pm daily. Building is closed when the University is closed
- Schedule one-year in advance
- Keys are checked out to MTSU staff members, as needed
- Capacity is 120 with tables/chairs. Training room is 40 with in-room furniture
- A MTSU Student organization advisor must be present during student group events
- External clients are not allowed
- Direct cost fees include technician in the room and room set up
- All set ups are handled through EC
- Candles are not allowed and no tape on walls or doors
- Extra University cleaning fee rate will be charged if confetti and/or glitter are used
- Event Productions is scheduled through EC
- Work Orders are scheduled through EC
- Parking Services is scheduled through EC
- All groups must contact Food Services directly
- EC notifies Police of any event involving money or tickets or as needed
- Tornado location for 1st floor are stairwells or back hallways

## **In-House**

- All emails/phone calls should be returned within 3 business days, unless an automatic response is active
- EC weekly customer service email must be distributed
- All rooms and resources scheduled appropriately in 25live. Detailed confirmation is sent for each reservation. The confirmation includes room set up, technology, marketing, parking, room access, minor and camp information
- EC notifies groups of related policies
- For policy requirements, EC website updates must include campus wide fees, building hours, scheduling timeframe, direct cost, room links and additional event guidelines
- EC weekly table/chair schedules must be completed
- Student worker room listings are sent daily
- Round tables cannot be rented outside of EC facilities
- Groups can update the number of resources needed any time prior to delivery. There is a \$250 flat fee for any set up/tear down for over 50 tables or any chair count over 200. CUSTOMS has first priority for tables/chairs for Summer scheduling. Lost chair charge is \$25, lost tables charge is \$50, lost key is \$10 and lost tent is \$50-\$75.
- MTSU students and staff can rent resources for off-campus function, but they must pick up
- Deliver to campus facilities only (including TMC, Murfreesboro Airport and Farm)
- Deliver/set up and pick up during normal business hours M-F 8am-4:30pm only
- No set up in facilities for events that we do not assist with (ie. Union, MC, REC). Only exception is during CUSTOMS for tents and we only set up tents during normal business hours M-F.
- Directional signs can be made for large events, as requested at no charge
- Any cash or check paid to department should be taken and deposited to the Business Office immediately. Receipts are filed for each transaction
- Invoices should be up to date by the last day of each month. Invoices are processed the last day of the month
- An EC Staff member is required to be present or on call for all scheduled events. Event and scheduling responsibilities are divided among the EC team
- President's coordinator keeps up to date procedures for all President House events, ground breaking and ribbon cutting events
- System Specialist keeps up to date departmental and University Master Calendar procedures including event categories, images, draft processes and system updates

## **Classroom Scheduling**

- Rooms are booked based on the Scheduling Center timelines. Normally around Fall Break the schedule opens for Spring and during Spring Break the schedule opens for Summer and Fall.
- Events are confirmed based on first come first serve and tentative holds are placed based on the submitted facility form
- Department permission is required for all rooms categorized as restricted in 25Live
- Follow semester building hours. Hours are sent to CSIL office annually
- EC sends weekly email requesting weekend building access to University Police

- If furniture is moved, it must be put back like it was found. EC does not move furniture in SCI Atrium (only the tables in the center) or any lobby areas
- Student organization events should not directly conflict with Connection Point events for the first two weeks of each semester or final exams
- Social student organizations are encouraged to book in Unions prior to academic locations but all standard areas are first come/first serve booking
- All groups must contact Food Services directly
- Parking Services is scheduled through EC or the event sponsor
- EC puts in facility work orders, as needed only. Check with department prior to submitting the Work Order
- Room and building access is scheduled through EC and building hours are followed.

**Road/Parking Lot and Outdoor (Walnut Grove, Quad and all restricted green space):**

- EC works directly with Parking Services to identify proper location (based on policy) and completes Parking forms
- Roads cannot be shut down during class dates/times without Upper Administration approval (including Saturdays)
- More than one road event per month is discouraged due to traffic issues
- EC requests a Public Service announcement for any road event
- Max charge from Parking Services for sawhorses for road events will be \$60 (for safety requirements)
- A EC Staff member is required to be present or on call for all road run events
- At least 25 volunteers required for roadways
- University Police required at all surrounding intersections for runs
- EC contacts Police
- EC contacts Construction
- EC completes work order for grounds and trashcans at all outdoor events
- EC works with upper administration to determine approval for external usage for roads. A rate schedule is not approved unless an exception is made. Any exception group should provide insurance documentations and normal contract procedures.