



ROLLINS COLLEGE POLICY

Title: Rice Family Pavilion Event Policy: Faculty, Staff, and Departments	Type	KI Key Institutional
No: KI 1017	Approval Date: 4-9-2019	
Responsible Office: Scheduling and Events Services	Reviewed By: College Policy Committee, 4-12-2019; President’s Cabinet, 4-9-2019; Approved By: President, 4-9-2019	
Next Review:2024-2025	Revision No:	

I. Purpose/Introduction/Rationale

This policy outlines the processes, procedures, and conditions by which Rollins faculty, staff, and departments across all schools may plan and host events in the Rice Family Pavilion (“Rice”). The policy articulates the College’s expectations and requirements as for all Official Rollins and Rollins-Sponsored Events. Events considered “External” are addressed briefly in this policy. Any external events should be directly managed between the external client and the corresponding Scheduling & Event Services staff member.

This policy applies to all faculty, staff, and departments in all areas of the College: the College of Liberal Arts (CLA), the Hamilton Holt School (Holt), and the Crummer Graduate School of Business (Crummer), as well as any other non-academic Rollins departments.

II. Definitions

1. Event Classification:

- a. See [Appendix I](#) for detailed definitions.

2. Client: Client refers to the department, faculty, staff, or other College designee scheduling the use of space on Rollins’ campus.

3. Major Campus Events: A campus event that follows a similar date pattern and requires dedicated resources across the College, including space, staffing, equipment, and/or labor to execute. These events are critical to the Mission and/or relationship of the College to the Rollins community. Events categorized as “Major Campus Events” include:

- a. Welcome Week (New Student Move-In) in August;
- b. Family Weekend in November;
- c. Alumni Weekend in late March, early April;
- d. Commencement Ceremonies in early-mid May;
- e. Board of Trustee meetings in October, February, and May; and
- f. Office of Admissions events, such as Discover Rollins, Experience Rollins, Scholars Weekend, and other open house events, inclusive of CLA, Holt, and Crummer, that meet minimum setup requirements.

4. Reputational Events: A campus event that increases the visibility of the College on a community, Presidential, or Development/Institutional Advancement level, but does not necessarily follow a date pattern. Events categorized as “Reputational Events” include, but are not limited to:

- a. Winter Park Institute events;
- b. TPJ Speaker Series; and
- c. Winter with the Writers.

5. **Official College Events:** A campus event entirely organized by a registered student organization or official Rollins College department. Attendance is designed for the Rollins College community with no direct or indirect cost to attend. Student organizations raising funds for a philanthropic group associated with their organization or mission is an exception. Any charges (catering, speaker fees, special order equipment, unusual clean up, etc.) are paid with College funds. Standard facility fees are waived.
6. **Rollins Sponsored Events:** A campus event scheduled and organized by a registered student organization or official Rollins College department. The Rollins College host must be present at the event and fulfill the “Responsibilities of an Organizer or Host.” Attendance includes non-Rollins guests as well as Rollins College staff, faculty or students. An event/space request form must be completed and submitted to Scheduling and Event Services.

III. Procedure or Application

1. For process of requesting the use of the Rice Family Pavilion for an Official Rollins College or Rollins Sponsored event, please see the *Rollins Event Policy – Faculty, Staff, & Department* on the [Scheduling & Event Services Faculty, Staff & Student Event website](#).
2. Any event considered a **Major Campus Event** will be scheduled at least one year in advance and will have the full facility fee waived. Associated costs to hold the event in that space, including, catering, entertainment, decorations, additional security staffing, specialty furniture, etc., will be charged to the Department/paid by the Client.
3. Any event that is considered a **Reputational Event** may be scheduled at the earliest in the spring immediately preceding the upcoming academic year. These events will be considered for a full facility fee waiver based on the needs of the Client and desirability for the space. If another suitable or similar campus space is available, a staff member from Scheduling & Event Services may recommend the use of that space in lieu of Rice. Associated costs to hold the event in that space, including, catering, entertainment, decorations, additional security staffing, specialty furniture, etc., will be charged to the Department/paid by the Client.
4. Any other **Official Rollins** and **Rollins Sponsored Events** will be considered for Rice based on the following.
 - a. Day requested: Any Official College or Sponsored Events requested during the academic year falling Monday-Thursday may take place at Rice and may be scheduled at the earliest in the spring semester immediately preceding the academic year in which the event will take place.
 - b. Meeting setup minimums: Rice Pavilion banquet room will only be scheduled when it meets the setup minimums listed below. The Rice Pavilion Rotunda may be used for smaller standing receptions of up to 100 guests.
 - i. Round style: 70 seats
 - ii. Hollow square: 45 seats
 - iii. U-shape: 35 seats
 - iv. Reception: 100 seats
 - v. Classroom: 50 seats
 - vi. Theater: 100 seats
5. If the event is neither a Major Campus Event, Reputational Event, or one or more of the following criteria are met, Rice may not be scheduled, or a rental fee may be assessed.
 - a. Alternative locations available on campus: Scheduling and Event Services staff will consult the College’s Event Management Software (“EMS”) to determine if an alternate campus location is available for the date, time, setup and size requested. If so, the alternate space will be scheduled.

- b. Day requested: Any event held Friday-Sunday of the academic year will be reserved only two months in advance.
- c. Summer Conferences: Any request that falls during the Summer Conferences period (June 1st-July 31st) will be reserved only two months in advance.
- d. Sponsored events where the hosting group receives payment for guests to attend: If guests must pay a fee to attend, a rental fee of \$500 per day for social events and \$250 per day for meetings or trainings will be assessed.

IV. Related Policies

[Scheduling & Event Services Faculty, Staff & Student Event Website](#)
[Rice Family Pavilion Event Policy – Registered Student Organizations](#)

V. Appendices/Supplemental Materials

[Event Classification Form](#)

VI. Effective Date

This policy is effective April 15, 2019, and supersedes all previously issued versions.

VII. Rationale for Revision

Not Applicable