



## ROLLINS COLLEGE POLICY

<b>Title: Rice Family Pavilion Event Policy – Registered Student Organizations</b>	<b>Type</b>	<b>KI Key Institutional</b>
No: KI 1018	Approval Date: 4-9-2019	
Responsible Office: Scheduling & Event Services, Center for Inclusion and Campus Involvement	Reviewed By: College Policy Committee, 4-9-2019; 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 Registered Student Organizations across all schools can plan and host events in the Rice Family Pavilion (“Rice”). Any events held by or for individual students or nonregistered student organizations will be considered a rental and should be directly managed between the booking client and the corresponding Scheduling & Event Services staff member.

This policy applies to all Registered Student Organizations in all areas of the College: College of Liberal Arts (CLA), the Hamilton Holt School (Holt), and the Crummer Graduate School of Business (Crummer).

### II. Definitions

1. **Registered Student Organization:** Student Organizations that are registered with and approved by the Center for Inclusion and Campus Involvement (CICI).
2. **Rollins Community:** Student organization members and their invited guests.

### III. Procedure or Application

1. For process of requesting the use of the Rice Family Pavilion for a Registered Student Organization event, please see Section III in the Student Sponsored Event & Bus Policy.
2. Any Registered Student Organization Event will be considered for Rice based on the following criteria.
  - a. Day requested: Any Registered Student Organization Events requested during the academic year falling Monday-Thursday may take place at Rice during the current academic semester.
  - 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
    - ii. Hollow square: 45
    - iii. U-shape: 35
    - iv. Reception: 100
    - v. Classroom: 50
  - c. Audience: Registered student organizations may only host events in the Rice Family Pavilion with the intended audience of the Rollins Community. Events may not be marketed as free and open to the public.
3. If any Registered Student Organization requests and event to take place Friday-Sunday during the academic year, they may only do so one month in advance. An alternate back-up space may be held in the interim in the case that Rice does not become available.

4. All Registered Student Organization events will be required to pay a \$250 refundable deposit in the form of budget code for any social events taking place in the Rice Pavilion.
  - a. A pre-event walkthrough may be scheduled by the scheduling organization and a member of the Scheduling and Event Services department at the request of the organization. Any damages will be recorded at that time.
  - b. Following the event, a member of Scheduling and Event Services will conduct a post-event walkthrough to inspect for the presence of any damages.
  - c. Budget codes will not be processed via ChromeRiver if no damages are present.
  - d. If damages are present, an invoice will be sent to the scheduling organization, and the charges will be filed using ChromeRiver.
    - i. Standard damage charges may be found in Vandalism Charges 17 Labor Rates. Rates are subject to change.
5. Any Registered Student Organization events with alcohol present are subject to the alcohol policy set by the Division of Student Affairs. Sodexo is the only authorized third party vendor for alcohol in Rice. No BYOB events are permitted. If required, any applicable fees for Campus Safety presence are the responsibility of the scheduling organization.
6. Registered Student Organizations do not have scheduling rights outside of the Fall and Spring semesters. Events may not be scheduled after the final day of classes (prior to reading day and final exams). All events must be scheduled for the current semester only, with at least two weeks' notice.

#### **IV. Related Policies**

Student Sponsored Event & Bus Policy

Rice Family Pavilion Event Policy – Faculty, Staff, & Department

#### **V. Appendices/Supplemental Materials**

Event Planning Worksheets

Vandalism Charges 17 Labor Rates

#### **VI. Effective Date**

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

#### **VII. Rationale for Revision**

*Not Applicable.*