

Troy University Dothan Campus

POLICIES AND PROCEDURES

(These policies and procedures are applicable to all University facilities. There are also policies and procedures listed that are pertinent to specific facilities)

1. All facilities and/or equipment requests must be reserved ten (10) or more days in advance of the event. Reservations must be submitted on the University's online reservation system: <http://trojan.troy.edu/campus/dothan/>
2. The facility and/or equipment are not considered reserved without a confirmation number.
3. All documents must be signed and returned to the Events office or the reservation may be cancelled. Full payment is due upon receipt of invoice.
4. A User may cancel the facilities and reservation agreement before the scheduled start date of the event, but not later than three (3) business days prior to the event. If the agreement is cancelled within the three (3) business days of the event, the User must pay all charges assessed for the event.
5. All TROY facilities are smoke-free. No smoking in parking lots, in or around buildings.
6. Catering can be handled through the University Deli. TROY shall not be a party to the arrangement and agreement for such services, and shall have no responsibility for the food services provided by the Contractor.
7. All decorations must be pre- approved by the Office of University Events. Glitter and sequins will not be allowed for decorations. Painting, hammering, sawing, nails, staples, tape, tacks, screws, paste, glue, etc. on walls, furniture and woodwork are PROHBITED. Including inside and outside doors.
8. Advertising of event within or outside of any University facility must be pre- approved by the Associate Dean of Students. Signs or notices can be placed on bulletin boards only. No signs on interior or exterior walls.
9. Persons or group reserving the facility is responsible for all persons attending the function as well as any and all damages occurring during the function.
10. No bikes or animals will be permitted in the buildings at any time. Only approved service animals for a person with a disability are approved to be in the facilities.
11. The use of candles is prohibited.
12. The person or group reserving the facility is responsible for the people attending, and damages incurred during the event. The person or group will be held financially responsible for the damages.
13. Failure to cooperate with facility staff, which are enforcing the policies of the University and acting in the performance of their duties, could cause the event to be cancelled and the right to use the facility forfeited without refund.
14. No food or drink of any kind is allowed in Sony Auditorium or computer labs.

15. All general clean-up following the function will be the responsibility of the person or group using the facility. This includes all trash to be placed in dumpster. Additional clean up fees will occur if room not cleaned to the exact condition it was given in.
16. Alcohol use is permitted only with special permission and must be in compliance with the University's Alcohol Beverage Policy. Troy University reserves the right to refuse any individual or group use of alcoholic beverages. Campus security must be present at an additional cost. An insurance policy for the event naming Troy University as a designated party must be provided by the vendor.
17. Fire codes and laws must be observed and will be enforced.
18. This agreement must be signed and dated.

Troy University Dothan Campus reserves the right to deny facility usage at any time.

I, the Undersigned clearly understand that I have full responsibility for the use of the requested facilities. *I further certify that I have read the Troy University Dothan Campus Facilities and Services Agreement* and agree to abide by all rules and regulations within this agreement.

Event Name: _____

Person Responsible: _____

Phone Number: _____

Email: _____

Signature: _____ Date: _____