

Troy University Dothan Campus

POLICIES AND PROCEDURES for Staff and Faculty Members

(These policies and procedures are applicable to all Troy University's Dothan Campus facilities.)

1. To ensure adequate support from Sodexo, all facilities and/or equipment requests must be received a minimum of ten (10) or more days in advance of the event. Reservations should be submitted through the University's online reservation system: <http://trojan.troy.edu/dothan/>. Upon receipt of the request, the event's coordinator will process the request ensuring room(s) and equipment availability. The facility and/or equipment is considered reserved once a confirmation number has been assigned and a confirmation email has been sent to the requestor.
2. It is important that all documents are signed and returned to the Event's office prior to the event in order to ensure University policies and procedures compliance.
3. If it is necessary to cancel your reservation agreement, please submit a cancellation request form which is also located in the University's online reservation system: <http://trojan.troy.edu/dothan/>
4. All TROY facilities are smoke-free. This includes Vaping. No smoking in parking lots, in or around buildings. It is the requestor's/hosts responsibility to ensure all event attendees are compliant with all University policies.
5. Catering can be handled through the Trojan 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.
6. 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 PROHIBITED. Including inside and outside doors. The use of candles is prohibited. Electric doors cannot be propped open as this burns out the motor which is very expensive to replace.
7. Advertising of event within the University facilities must be pre-approved by the Associate Dean of Students. Approved signs or notices will be placed on approved bulletin boards by the Associate Dean of Students office on campus **only**. No signs will be allowed on interior or exterior walls.
8. Persons or group reserving the facility is responsible for all people attending the function as well as any and all damages incurred during their event. The person or group will be held financially responsible for any damages or clean up that needs to be done.
9. 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.

10. 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.
11. No food or drink of any kind is allowed in Sony Auditorium.
12. 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 outside dumpsters. Additional clean up fees will occur if room not cleaned to the exact condition it was in prior to the event.
13. 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.
14. Fire codes and laws must be observed and will be enforced.
15. 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 Troy University's Dothan Campus Facilities and Services Agreement* and agree to abide by all rules and regulations within this agreement.

Event Name: _____ Date of Event: _____

Person Responsible: _____

Phone Number: _____

Email: _____

Signature: _____ Date: _____