

**REQUESTS FOR USE OF UNIVERSITY BUILDINGS OR UNIVERSITY PROPERTY  
(SPECIAL EVENT POLICY)  
THE NORTH CAROLINA SCHOOL OF THE ARTS**

(Drafted Tuesday, April 19, 2005)

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**I. INTRODUCTION**

The primary purpose of the facilities at the North Carolina School of the Arts is to carry out the educational mission of the school. As a public institution, NCSA also seeks to reach out and be accessible to the larger community. To the extent that space is available, the school welcomes community groups and organizations to utilize our facilities for purposes compatible with the school's mission.

The purpose of this policy is to set priorities for special events, facility usage, define scheduling procedures, and establish charges associated with event management and facility usage.

Activities shall in no way violate the purposes, property, policies, or regulations of the NCSA or the State. All organizations are expected to follow the rules and regulations governing the particular facility or grounds being used. Attendance may not be restricted in ways that are contradictory to the school's diversity statement. At all times, the school maintains the right to determine which activities are appropriate to be held on the campus.

**II. DEFINITIONS**

**University** is the North Carolina School of the Arts, or NCSA

**University departments or units** are component parts of NCSA.

**Student groups** are those that have received official recognition through the Office of Student Life.

**University affiliated units** are other units that exist for the sole purpose of advancing NCSA and that have been formally recognized as such by NCSA - for example, alumni groups.

**Unaffiliated groups** are all others.

**Event Coordinators** are individuals having the resources to coordinate events successfully.

**Reserving Offices** are offices that reserve specified facilities.

**Building Managers** are individuals with designated responsibility for the management of one or more university facilities.

**CPF** is the Department of Campus Performance Facilities of the NCSA.

**Executive Council** consists of the Chancellor, Provost and all Vice Chancellors of the NCSA.

Uses of university facilities can be divided into three broad categories:

### **A. University Activities**

**University arts & academic activities** carry out the instructional and research mission of the University, e.g., classes, performances as part of class requirements, individual School performances, and faculty meetings relating to NCSA curriculum and research. **Other University activities** include other programs that are regular and normal functions of a NCSA department, student group, or university affiliated unit, e.g., alumni events, donor events, and board meetings sponsored by any university department or unit.

### **B. University Related Events**

Group B events include but are not limited to:

- Programs such as workshops, conferences, seminars, or camps that are planned by NCSA departments and student organizations that charge a participation fee or require membership in an unaffiliated group.
- Meetings, conferences, seminars, and programs that involve a university or university-affiliated unit **and** an unaffiliated cosponsoring organization such as a professional association or organization - where the event is consistent with the stated mission of NCSA. Professional associations are classified as unaffiliated, even though NCSA faculty and staff may be members.
- Meetings, etc., organized by agencies of North Carolina state government.
- Special VIP events sponsored by the NCSA Department of Advancement
- Events sponsored by, produced by or managed by current NCSA students outside of the normal academic purview of any school or outside the mission of any department of the NC School of the Arts **and** that will take place beyond the confines of the Student Commons, the student residences or dormitories.

### **C. External Events**

Group C events are any programs or activities originating from an organization unaffiliated with the University.

## **III. PRIORITIES**

The scheduling of academic classes has the highest priority on state-funded facility space. Once the calendar process for Group A events is complete, space will be available on a first-come, first-served basis for Group B and C events. As a rule, once space has been reserved and confirmed, groups will not be moved. Priorities for space are:

**Group A.** University Activities

**Group B.** University Related Events

**Group C.** External Events

## **IV. PROCEDURES**

These procedures are intended to provide clear and consistent methods to promote high quality experiences for all campus participants.

### **Facility Reservation Procedure**

#### ***University Activities (Group A)***

Inquiries about facility space and availability should be directed to the appropriate Reserving Office listed in the Appendix A “Directory of Reserving Offices for NCSA Facilities” table. Each Reserving Office has the responsibility to ensure that the requested facility is suitable for the event. A space is not reserved until a confirmation is received from the reserving office. If you have not received a confirmation within 3-5 business days, please contact the reserving office. Any questions about reserving procedures should be directed to CPF.

#### ***University Affiliated Events (Group B) and External Events (Group C)***

All external groups that do not have a relationship with an Event Coordinator should contact CPF concerning facility reservations. CPF will provide initial information about available NCSA facilities and will determine the group's needs and requirements. CPF will assist the group in contacting the appropriate Event Coordinator. The Event Coordinator will handle the process of reserving space and event planning.

### **Special Event Approval Procedure**

#### ***University Activities (Group A)***

After facility reservations are confirmed, no additional approval process is required for a University Activity (Group A) unless one or more of the following conditions applies to the event:

- The event uses NCSA facilities, property or equipment for non-instructional purposes
- The event requires co-ordination between multiple departments and/or schools
- The event requires a NCSA school and/or department to use NCSA facilities, property or equipment which the school does not regularly access and/or schedule

If the event meets any of these criteria, then the requesting school, department or event coordinator should follow the same special event approval procedure as described below for University Affiliated Events (Group B) and External Event (Group C).

#### ***University Affiliated Events (Group B) and External Events (Group C)***

After facility reservations are confirmed, an On Campus Special Event Approval Form must be

filled out, signed by the requesting Dean, Department Head, or Event Coordinator. This form should only be completed by a NCSA representative and must be submitted to CPF for processing. It is recommended that this signed form be submitted at least four (4) weeks prior to the event. CPF will submit the On Campus Special Event Form to the Executive Council for signature and approval by the appropriate reporting Vice Chancellor and either the Chancellor or the Chancellor's designee. CPF will forward a copy of the approved On Campus Special Event Approval form to the requesting school, department, or event coordinator.

## **Event Coordination Procedure**

Significant events are best coordinated by offices with the staff and experience to handle the range of challenges associated with such events. Planning successful events requires experience that most faculty and staff do not have, and events management takes time away from other responsibilities.

### ***University Activities (Group A)***

Some Reserving Offices, due to the nature of their facilities, may require the services of an Event Coordinator. They may not, however, overrule an existing reservation of a space.

### ***University Related Events (Group B)***

If a category B event involves three or more of the following, an Event Coordinator **must** be used:

- Multi-day events
- Events with 50 or more attendees
- Events held on Saturday or Sunday or weekday evenings
- Events held while NCSA is not in session
- Events that include external vendors (i.e., exhibitors, retail sales, etc.)
- Events that require campus police presence
- Events that require on-campus housing
- Events that use more than one room or location
- Events requiring food service
- Events requiring on-campus parking
- Events requiring audiovisual and/or other specialized equipment

For smaller events, retaining an Event Coordinator may be advisable to provide consistent, high quality experiences for participants.

### ***External Events (Group C)***

All external events **must** be coordinated through an Event Coordinator. Groups without a prior relationship to NCSA should contact or be directed to CPF.

The following table identifies which Event Coordinator each University department should contact for special event information coordination.

### Table of Departmental Special Event Coordinators

<b>Requesting Department</b>	<b>Department Event Coordinator</b>	<b>Phone</b>
Admissions	Sheeler Lawson Bill Poole Jenny Ruggieri	770-3264 631-1547 631-1548
Advancement	Eva James-Toia Susan Pullen Lee Sykes Sarah Turner	770-1372 770-3203 770-1386 770-1371
Design & Production	John Toia Robert Wildman	770-3232 x104 770-1346
Film	Kim Tafoya Lee Sykes	770-1331 770-1386
Off Campus - Stevens Center	Steve Davis Kay Bosworth Scott Spencer	723-6320 723-6320 723-6320
Office of the Chancellor	Susan Booth Kelley Mills Cheryl Rickard	770-3202 770-3259 770-3201
Student Activities	Lauren Whitaker	770-3283
<b>Any Other Department</b>	<b>Campus Performance Facilities</b>	<b>734-2866</b>

#### V. CHARGES

Events held on campus may be charged:

- Charges for direct services. These can include interdepartmental charges.
- Administrative fees
- Facility use fees retained by the facilities for maintenance of state facilities, and by fee-supported offices for maintenance of fee-supported facilities

Additional charges may be incurred if there is damage to the facility or for failure to properly restore the facility after an event.

Facility charges for any School of Filmmaking facility are available from the School of Filmmaking. Facility charges for all other NCSA facilities are available from CPF.

<b>FEEES</b>	<b>UNIVERSITY ACTIVITIES (Group A)</b>	<b>UNIVERSITY RELATED EVENTS (Group B)</b>	<b>EXTERNAL EVENTS (Group C)</b>
Charges for direct costs	Yes	Yes	Yes
Administrative fees	No	Yes	Yes
Facility Use Fee	No	No	Yes

The Event Coordinator (or the requesting department/school if there is not an Event Coordinator) is responsible for ensuring that facility fees and all other charges are properly processed. In the case of cosponsored University Related Events, the requesting department/school is responsible for seeing that all charges are properly processed.

## **VI. SAFETY**

Safety involves legal and moral responsibilities. It is the responsibility of the Event Coordinator (or the requesting department/school, if an Event Coordinator is not being used) to ensure that an event is held in a safe environment. Depending on the size, nature, and location of the event, different safety precautions are to be followed. Some facilities have Building Managers while other facilities do not. If the building being used has a Building Manager, the Event Coordinator (or the requesting department/school, if an Event Coordinator is not being used) will work with that person to ensure all safety requirements are met. If there is no Building Manager, the Event Coordinator (or the requesting department/school, if an Event Coordinator is not being used) must contact both the Environmental Safety Office and Campus Police.

For safety reasons, among others, departments are encouraged to use the services of an Event Coordinator.

## VII. INSURANCE

All unaffiliated groups using university facilities shall provide the University a certificate of general commercial liability insurance. This insurance policy shall list the University as an "additional insured" and this listing must be indicated on the certificate. This insurance shall be required for all **External Events (Group C)** and unaffiliated organizations cosponsoring **University Related Events (Group B)**.

Coverage will not be less than:

<b>General Aggregate</b> .....	<b>\$2,000,000</b>
<b>Each Occurrence</b> .....	<b>\$1,000,000</b>
<b>Product-Completed Operations Aggregate</b> .....	<b>\$2,000,000</b>
<b>Personal &amp; Advertising Injury</b> .....	<b>\$1,000,000</b>
<b>Fire Damage (any one fire)</b> .....	<b>\$300,000</b>
<b>Medical Expenses (any one person)</b> .....	<b>\$10,000</b>
<b>Damage to Premises (any one occurrence)</b> .....	<b>\$300,000</b>

Proof of insurance for **External Events (Group C)** will be handled through the NCSA Event Coordinator. Where there is not an Events Coordinator for a **University Related Event (Group B)**, the NCSA requesting department or school must see that the unaffiliated cosponsoring organizations send proof of insurance to CPF. This proof of insurance must be attached to the On Campus Special Event Approval Form that is submitted to CPF. Failure to provide proof of insurance will result in cancellation of the event. Any exceptions or modifications must be approved by the Executive Council, in consultation with the University's legal counsel and the University's risk manager (Director of Purchasing).

## VIII. OVERSIGHT AND WAIVERS

The Executive Council is responsible for the implementation of this policy. It determines what the policy means, provides oversight, considers waiver requests, periodically reviews appropriate use statements for facilities, and schedules advisory committee meetings as necessary.

Requests to waive facility use fees should be directed in writing to the Executive Council prior to the event being planned, and will be considered favorably only in unusual circumstances. A facility use waiver may be warranted to provide: an educational public forum; significant visibility for prospective students; professional development opportunities for faculty and/or staff; internship opportunities for students; reciprocal waivers to the University; and scholarships that exceed waived fees.

## **IX. SOLICITATION BY AFFILIATED AND UNAFFILIATED GROUPS**

Any **University Activities (Group A)** event desiring to solicit funds in University buildings or campus spaces must receive written approval for such solicitations from the Executive Council.

University buildings or campus spaces may not be used to raise money or to solicit goods or services that can be measured in monetary terms for any individual or organization other than by a University affiliated group. Exceptions may be permitted for:

- sponsored or cosponsored **University Related Events (Group B)** with merchandise or solicitations directly related to and supportive to the event's primary purpose, such as CDs sold at a concert. Activity is limited to participants of the event. Solicitation permit required.
- charitable organizations (tax-deductible under Section 170(b)(1)(a) of the Internal Revenue Code) using University space for an event. Solicitations of funds to invited participants must be in compliance with NC GS 131F, Solicitation of Contributions. Solicitation permit required.
- vendors that have contracts to provide services, products.
- **External Events (Group C)** as governed by any contract or lease agreement signed by the North Carolina School of the Arts

Solicitation permit forms can be obtained through CPF. The solicitation permit must be approved by either the Vice Chancellor for Advancement or the Vice Chancellor for Finance and Administration. The approved solicitation permit must be copied to CPF.

## **X. OUTDOOR ASSEMBLIES BY AFFILIATED AND UNAFFILIATED GROUPS**

The University permits individual assemblies of groups without prior approval in a "free speech and assembly" area located at the athletic field between the Film Village and the Fitness Center. All such assemblies must be conducted without sound amplification equipment. Although prior approval is not required, notification of the intent to hold an assembly in this area must be given to the Vice Chancellor for Student Life and NCSA Police Department at least 48 hours in advance of the assembly.

Any individual or group wanting to obtain assembly space in exterior areas or facilities other than the above must follow all procedures as described in sections I through IX of this policy.



**APPENDIX A**  
**Directory of Reserving Offices for NCSA Facilities**

NCSA Facility	Reserving Office	Telephone
Academic House	Undergraduate Academic and Graduate Programs Office or CPF	770-3241 734-2866
ACE Theatre Complex	School of Film Dir. of Administration or School of Film Dir. of Development	770-1330 770-1386
Advancement Offices	Vice Chancellor for Advancement	770-3329
Alumni House	Director of Alumni	631-1203
Chancellor's Residence	Office of the Chancellor	770-3200
Crawford Hall & Lobby	CPF	734-2866
Daniels Plaza	CPF	734-2866
DeMille Theatre & Lobby	CPF	734-2866
Eisenberg Social Hall	CPF	734-2866
Fitness Center	Manager of Fitness Center	770-3286
Hanes Student Commons	Director of Student Services Operations	770-3285
High Point Film Studio	CPF	734-2866
Hood Recital Hall & Lobby	CPF	734-2866
Marvin Ward Conference Room	Office of the Chancellor	770-3200
Performance Place	CPF	734-2866
Residence Halls & common residential areas	Housing Office	770-3279
RJR Screening Room	Department of Information Technologies	770-3314
Semans Library	Director of Library	770-3266
Stevens Center	Director of Stevens Center	723-6320
Visual Arts Faculties	Director of Visual Arts	770-3220
Watson Hall & Lobby	CPF	734-2866
Welcome Center Encounter Space & Presentation Room	CPF	734-2866
Workplace West Gym & Chapel	CPF	734-2866
Yekovich Conference Room	CPF	734-2866
<b>All classrooms, arts &amp; academic spaces not specified in this table.</b>	<b>Appropriate School's Dean or CPF</b>	<b>734-2866</b>