



Special Events Request Form – Campbell Center Conference Rooms & Classrooms

Special Events for the Clemson University International Center for Automotive Research (CU-ICAR) campus are managed jointly by the CU-ICAR Partnership Office and Campbell Graduate Engineering Center. The **CU-ICAR Campus Rules & Regulations** and Clemson University **Policy Regarding Use of University Facilities and Grounds** apply to this request regarding special events and are considered attached to this form by reference. By signing below the Applicant acknowledges that they have read and agree to fully abide by these documents. Special event requests shall be submitted to the Campbell Center Administrative Supervisor not less than 90 calendar days prior to the proposed event date. The Campbell Center Executive Director shall have authority to deny any request for a special event at his/her discretion.

Appendices B, C, & D as referenced in the Clemson University **Policy Regarding Use of University Facilities and Grounds** shall not apply to this request form for entities outside of Clemson University or Clemson University affiliated entities (i.e. Clemson University Foundation, Clemson University Research Foundation, Clemson University Real Estate Foundation).

This form is a request only. Requests for reservations are not considered final until the requestor has received a written confirmation from the Campbell Center Administrative Supervisor. Email, fax, or letter shall serve as written notification.

Event Contact Information

Sponsoring Department/Organization/Company _____
Contact Person _____ Advisor Name (if applicable) _____
Mailing Address _____ City & State _____ Zip Code _____
Email Address _____ Phone No. _____ Cell Phone No. _____ Fax No. _____

Event Information

Event Title/Description _____
Date(s) of Event _____
Event Start Time _____ AM / PM End Time _____ AM / PM Access to facility is needed at _____ AM / PM
Attendants Included (select all that apply) _____ CU Students _____ CU Faculty/Staff _____ Other
Estimated Attendance _____ Tickets/Admission Charged _____ Yes _____ No
Sales & Solicitation _____ Yes _____ No

Venue Requested (see page 2 for list of venues – page 2 policies and disclosures apply to all requests)

_____ (write in venue here i.e. Classroom 401) _____ Cost for Venue

Alcohol

Is alcohol to be served at this event? _____ Yes _____ No
If yes, please see guidelines under **Catering & Alcohol** on page 2.

Audio Visual Systems

Audio visual systems are available in certain venues per the **Venue List & Rate Schedule** on page 2.

Will audio visual systems be utilized? _____ Yes _____ No

If yes, indicate from the audio visual description of the venues on page 2 which systems will be used. _____ (i.e. video, conference call, video conference, document camera, etc.)

If yes, please contact the Campbell Center for specifics on available equipment. A representative from the using group competent in audio visual systems should make arrangements through the Campbell Center no less than seven (7) business days prior to a scheduled event to review each venues audio visual system and become familiar with its operation and options. Clemson University cannot be responsible for audio visual systems requests which are not identified prior to an event.

Submitted by

By signing below I certify that I have read completely **CU-ICAR Campus Rules & Regulations** and Clemson University **Policy Regarding Use of University Facilities and Grounds** and assume responsibility of my organization and attendees while using the facility. By signing below I do hereby, on behalf of myself, the requesting organization, and attendees, release Clemson University, its trustees, employees and agents from any and all liability or responsibility of any kind whatsoever related or associated with use of the requested facility.

Printed Name & Signature

Date Submitted

Professional Title

Requestor Company/Department/Organization

For Internal CU-ICAR Use Only

Recommended for Approval

Campbell Center Administrative Supervisor _____ Date _____

Approved (required for events serving alcohol)

Campbell Center Executive Director _____ Date _____

Make checks payable to Clemson University c/o Campbell Graduate Engineering Center Center (CGEC) 4 Research Drive Greenville, SC 29607
Contact Phone No.: 864.283.7200

Venue List & Use Rate Schedule

The below venues are reservable from 8:00 to 11:00 PM (Monday – Friday) and 11:00 AM to 11:00 PM (Saturday-Sunday) unless noted otherwise. Hours may vary during Clemson University holidays. Reservations are subject to availability and approval. The Campbell Center AT&T Auditorium, lobby, and other campus venues are reserved through the CU-ICAR Partnership Office. Contact Deron McFarland at 864.283.7100 to reserve one of these other venues. A different form is required for other venues.

| Venue Campbell Center | Capacity | Audio Visual Note | Student Org. | CU Dept. | Campus Partner | Community Partner | General Public | Notes |
|--------------------------|----------|-------------------------|-----------------|-------------|-------------------|----------------------|-------------------|------------------------|
| Conference Room 316 | 12 | 1, 2, 4 | \$0 | \$0 | \$115 | \$350 | \$350 | Not available weekends |
| Conference Room 321 | 10 | 1, 2, 4 | \$0 | \$0 | \$115 | \$350 | \$350 | Not available weekends |
| Conference Room 423 | 12 | 1, 2, 3, 4 | \$0 | \$0 | \$115 | \$350 | \$350 | Not available weekends |
| Classroom 401 | 36 - 50 | 1, 2, 5 | \$0 | \$0 | \$115 | \$335 | \$350 | Not available weekends |
| Classroom 404 | 24 - 36 | 1, 2, 3, 4, 5 | \$0 | \$0 | \$115 | \$335 | \$350 | Not available weekends |
| Classroom 405 | 12 - 16 | 1, 2, 3, 4, 5 | \$0 | \$0 | \$115 | \$335 | \$350 | Not available weekends |

Audio Visual Notes for above Venue List:

1. The main contact person for any event must contact the Campbell Center for a brief training on the audio and visual systems a minimum of seven business days prior to the event date.
2. AV system includes sound and image projection to projection screen or flat screen monitor. PowerPoint presentations may be run from a laptop computer (not provided by Clemson University).
3. This room has video conferencing ability.
4. This room has conference call ability.
5. Document camera available in this room.

Responsibility of Requesting Group: It is the responsibility of each group reserving the facility to be aware of all rules and regulations regarding the scheduling of this facility. The group representative who signs all forms accepts responsibility for ensuring that all rules and regulations are followed.

Security: Clemson University reserves the right to require that security be present at the event at the expense of the reserving group. If deemed necessary the Campbell Center will provide security for after hours events and the cost is included in the above pricing. Doors are not to be propped open at any time.

Catering & Alcohol: The following apply to catering and alcohol use.

1. Catering is at the discretion of the requestor.
2. The Campbell Center is not responsible for scheduling or managing catering for any special event.
3. Requestor representatives must be present to manage all aspects of catering & alcohol set up.
4. There is no food preparation or staging areas available.
5. Caterers must provide all necessary materials and equipment to perform their service including dollies, carts, hand trucks, power cords, tables, etc. These items are not available from the Campbell Center.
6. Catering on the CU-ICAR campus is open to all properly licensed providers.
7. Doors are not to be propped open at any time.
8. Use of alcohol by Clemson University groups fall under the previously referenced **Policy Regarding Use of University Facilities and Grounds**.

Furnishings & Equipment: The following apply to furnishings & equipment which includes audio visual equipment.

1. Furnishing rental for all venues are the responsibility of the requestor.
2. The Campbell Center is not responsible for scheduling or managing set up or removal of furnishings or equipment for any special event.
3. The requestor must be present at all times to manage set up and removal.
4. Existing furnishings or equipment in the venue may not be removed for special events without prior approval of the Campbell Center.
5. Costs associated with removing furnishings or equipment will be in addition to the use rate.
6. Existing furnishings including tables, chairs, trash receptacles, etc. should not be moved or adjusted unless necessary to accommodate an event program. If this does occur items should be returned to their original location. Failure to do so may result in additional fees at the discretion of Clemson University.

General Facility Items: The following apply to all facility related items.

1. Parking: All parking is in the parking garage located across the street from the Campbell Center. No vehicles shall be parked near the Campbell Center. Vehicles may be parked temporarily for off loading and loading of event related items.
2. Event Signs: Event specific parking signs are the responsibility of the requestor and shall be removed promptly upon conclusion of the event.
3. Building Access: All access to the Campbell Center will be via levels 1 & 2 lobbies. No access will be granted via other entrances without approval. User groups must keep participants in designated spaces only. Individuals should not wander around the building.
4. Building Access Schedule: The Campbell Center lobbies are open to the public during normal university work days 7:45 AM until 5:00 PM. Access for events other than these hours should be noted in the "Event Information" section on page 1 of this form. Consideration should be given to access for caterers, set up, prep work, etc. for events. Door schedules will not be adjusted unless specifically noted on this form.
5. Lighting: Users shall not tamper with lighting in public areas including corridors, lobbies, lounges, etc. Lighting may be adjusted in auditoriums, classrooms, and conference rooms as appropriate for presentations.
6. Smoking: Smoking is not allowed in any indoor facility or within 15 feet of the entrance of said facility per Clemson University policy.

Decorations, Event Signs, and Branding Materials: The following apply to event decorations are special branding materials.

1. Only free standing decorations, banners, table decorations, etc are allowed in these facilities.
2. Hanging or taping materials on ceilings, walls, or any other facility component is prohibited.
3. No changes or modifications may be made to any facility.
4. All items, such as props and/or decorations must be removed from the area immediately after the event. Decorations with loose glitter or open flame are strictly prohibited.
5. Reserving organization will be responsible for any damages.
6. Fliers, posters, and other types of advertising are not to be displayed on the windows or doors of the facility.
7. CU-ICAR logos or any other permanent signage of facilities may not be covered by event signage.

Damages: The following apply to any event relative to damages.

1. All groups will be charged for any damages to the facility, which occur during their use, and also for clean up which exceeds normal use.
2. Determination of these charges is at the discretion of Clemson University.
3. All trash must be removed at the completion of the event. Additional clean up fees will be charged if necessary.
4. A refundable security deposit of \$ 250 (or \$500 for the Auditorium) will be required to be paid in advance for events hosting more than 50 persons. Security deposits will be accepted only in the form of a check made payable to Clemson University and must be separate from venue reservation payments.