



**NORFOLK STATE**  
UNIVERSITY

**Conference Services and Events  
Facility Use Policies and Fees Manual**

**Office of Auxiliary Services**

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**[www.nsu.edu/conferenceservices](http://www.nsu.edu/conferenceservices)**

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## **FACILITY USE POLICIES FOR NON-CAMPUS ORGANIZATIONS**

### **APPLICATION PROCESS**

All requests for the use of University facilities by outside organizations should be directed to the Office of Auxiliary Services. **A non-refundable \$25 application fee MUST accompany the application.** A complete description of the activity must be submitted as part of the application package. The application process should be completed and approved by the University at least thirty (30) days prior to the event date.

A written estimate of expenses shall be provided along with the approved application. Such expenses shall be borne by the sponsoring organization. All expense rates are subject to change without notice - based on actual event(s). Fees will be charged based on approved fee schedule(s). The University, at its own discretion, reserves the right to offer discounts to non-profit groups.

Usage fees applies to space only. Equipment, supplies and personnel services shall be added to the bill.

A deposit equal to fifty percent (50%) of the total charges or \$100.00, whichever is higher, is required within seven (7) days after a formal approval is given by the University for the event. The balance must be paid seven (7) business days prior to the day of the event. Additional charges for damages or losses shall be assessed and billed separately within three (3) working days after the event. Payment shall be made upon receipt of the bill. The Certificate of Insurance must be submitted seven (7) business days prior to the day of the event.

The activity shall not be controversial or pose legal threats to the University or its officials. However, preference shall be given to University activities and programs in the scheduling process. The University reserves the right to disapprove or cancel activities at its discretion with proper notice. The University may, at any time, reassign or cancel a reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the space reserved must be used for other purposes in the best interest of the institution or such reservation is deemed outside of the overall University mission and goal.

### **ADVERTISING POLICY**

Advertising and publicity for an event is prohibited before the event is confirmed. No event is confirmed until the required deposit has been received by Auxiliary Services.

Posting on campus by outside organizations is prohibited. Posters/flyers cannot be attached to doors, walls, windows, mirrors, trash cans, light posts, stairways, trees, utility poles, the outside of buildings or any other locations unless approved by Auxiliary Services.

Use of the University logo is prohibited.

### **ALCOHOL AND DRUG POLICY**

The possession, sale or consumption of alcoholic beverages and illegal drugs in any form shall not be permitted on campus.

### **ARTISTS AND PERFORMERS**

A promoter of the scheduled event such as a concert on campus shall seek approval from the University regarding the University's acceptance of the incoming artist(s) prior to filing a formal application with the University or making final arrangements for the event.

### **CANCELLATION POLICY**

A notice of cancellation of a scheduled event or activity shall be received by the University at least five (5) working days prior to the event date in order to receive a full refund of all amounts paid, less applicable charges, if any. After the cut-off date, the deposit will be forfeited when the cancellation notice is received by the University. The University reserves the right to cancel the event for non-payment of charges due.

### **CATERING POLICY**

All sponsoring organizations must contract with the University's catering department for the provision of meals, snacks and beverages during their event. No outside food or drinks is permitted. The catering department can be reached at 757-823-9476 or [norfolkcatering@thompsonhospitality.com](mailto:norfolkcatering@thompsonhospitality.com). The catering website is available at the following link: <https://www.nsu-thscampusdining.com/catering>.

### **CONCESSIONS AND VENDING**

All concessions shall be provided by the University for the event. As such, the event sponsor shall be denied all rights to share in the net proceeds from the concessions. Vendors for all events must be pre-approved by Auxiliary Services. A completed Non-Food Vendor Application and vendor fee of \$50 is required for each vendor as well as a City of Norfolk Special Event Business License.

### **HOUSING POLICY**

All requests for lodging will be coordinated with the Office of Residence Life and Housing. The sponsoring organization must submit a roster of all attendees' first and last names at least one week prior to the beginning date of the program. University residence halls used by the sponsoring organization for lodging or other purposes will be billed to the sponsoring organization accordingly.

1. A live-in adult is required for any guest under eighteen (18) years of age.
2. There may be no charge for a child under twelve (12) years of age when accompanied by two (2) paid adults.
3. Guests are responsible for their own linen, towels, pillows, etc.
4. All emergency doors must be locked from the outside at all times but are always operable from the inside. The doors to individual rooms must be properly secured.
5. Any and all keys and/or ID cards issued must be returned on the last day of the program. Failure to return keys/cards will result in a loss charge for each unreturned item to be added to the final bill.

### **INCLEMENT WEATHER**

If the university is closed due to inclement weather, all events are cancelled. Auxiliary Services will work with your organization to reschedule the event at a later date.

### **INSURANCE COVERAGE AND LIMITS REQUIRED AT THE OPTION OF THE UNIVERSITY:**

1. Worker's Compensation – Statutory requirements and benefits
2. Employers Liability - \$100,000
3. Commercial General Liability - \$1,000,000 per occurrence/ \$3,000,000 aggregate
4. Pollution impairment liability (when appropriate)
5. Automobile Liability - \$1,000,000

The Certificate of Insurance MUST be submitted seven (7) business days prior to the day of the event.

The Commonwealth of Virginia is to be named as an additional insured with respect to the services being procured. This coverage is to include Premises/Operation, Liability, Products and Completed Operations

Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability. Prohibited activities include but are not limited to:

- Fireworks and pyrotechnics
- Fire arms and personal weapons
- Undomesticated animals
- Motorized performance competitions
- Sound levels potentially harmful to spectators and staff, or disturbing to neighbors.

For additional concerns or restrictions, please contact the University Police.

### **PARKING SERVICES**

NSU Parking Services patrols all on-campus parking lots seven days per week. All vehicles parked on campus must either display a valid parking permit or be in a designated parking lot. Auxiliary and Parking Services will help coordinate parking that is safe and convenient for your group.

### **PAST DUE ACCOUNTS**

Past due accounts will be referred to a credit bureau, Department of Taxation, collection agency and the Attorney General. The past due accounts may be charged interest in accordance with the guidelines promulgated by the Department of Accounts and at the underpayment rate prescribed in section 58.1-15 of the Code of Virginia. An additional amount which shall approximate the administrative cost, attorney fees and other reasonable collection costs incurred by the University will be added to the outstanding balance.

### **RELEASE AND INDEMNITY**

Applicant shall be liable for all damages resulting from the use of the facilities and services provided by the University. Applicant shall also reimburse the University for all damages to facilities and for the loss of services provided by the University.

The University retains the right to require applicant or any of its participants to leave the University premises when the University finds it necessary or appropriate to do so, and assumes no responsibility to the loss or theft of personal property of applicant or any of its participants. Applicant shall indemnify and hold harmless the University, its officers and employees against any and all claims for the loss, injury or damages to persons or property, including claims of employees of applicants or their agents rising out of activities conducted by the University at the request of the applicant. The University assumes no liability whatsoever for any property placed by purchaser in University buildings or in University properties

### **SECURITY**

The University reserves the right to assign University Police and security coverage to any event deemed a safety risk. The sponsoring organization will be responsible for paying all costs associated with the event. Please note that all events requesting door sales require University Police coverage. Outside security may not be contracted in place of University Police and/or security.

### **TICKET SALES**

The University shall be responsible for the sale and accountability of tickets for those events or activities requiring the sale of tickets. Exceptions require the approval of the Vice President for Finance and/or the Director of Auxiliary Services.

## FACILITY USAGE FEES

<u>ATHLETIC FACILITIES/SERVICE</u>	<u>FEE BASIS</u>	<u>CHARGES</u>
William "Dick" Price Stadium	Per day (capacity 27,387)	\$ 3,000.00 + expenses or 15% of gross revenues
Joseph Echols Hall	Per day (capacity 4,272)	\$3,000.00 + expenses
Gills Gymnasium	Per day (capacity 400)	\$ 600.00 + expenses
Marty Miller Baseball Stadium	Per day	\$ 750.00 + expenses
Softball & Football Field	Per day	\$ 500.00 + expenses
Floor covering – Joseph Echols Hall		\$ 1,584.00
Floor covering – Gills Gymnasium		\$ 500.00
Set-up Crew	Based on type of event	varies
Table Tennis	Per hr.	\$ 25.00
Game Room	Per hr.	\$ 15.00
Tennis Court	Per hr.	\$ 25.00
Volleyball Court	Per hr.	\$ 10.00
Basketball Court	Per hr.	\$ 10.00
Racquetball Court	Per hr.	\$ 20.00
Gymnastics Room	Per hr.	\$ 25.00
Dance Studio	Per hr.	\$ 25.00
Bowling Alley	Game Price (per game) per person 4 Lanes (16 people max) per hr. 8 Lanes (32 people max) per hr. Shoe Rental Sizes Men 6 – 18 Women 5 – 12	\$ 4.00 \$ 140.00 \$ 280.00 \$ 2.00

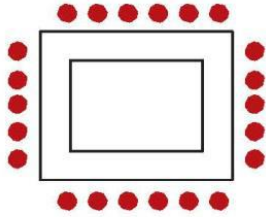
<b>GILL GYMNASIUM POOL</b>		
<b><u>HOURS</u></b>	<b><u>FEE BASIS</u></b>	<b><u>CHARGES</u></b>
<b>Monday – Thursday (AM)</b>	Per hr. 2 hour daily minimum	\$60.00 + expenses
Management/Safety & Operations	Per hr.	\$40.00
Lifeguard	(each – per hour)	\$10.00
<b>Monday – Thursday (PM)</b>		
	Per hr. 2 hour daily minimum	\$50.00 + expenses
Management/Safety & Operations	Per hr.	\$35.00
Lifeguard	(each – per hour)	\$10.00
<b>Friday - Sunday</b>		
	Per hr. 4 hour daily minimum	\$120.00 + expenses
Management/Safety & Operations	Per hr.	\$80.00
Lifeguard	(each – per hour)	\$10.00

<b><u>NON –ATHLETIC FACILITIES</u></b>	<b><u>FEE BASIS</u></b>	<b><u>CHARGES</u></b>
Spartan Park Picnic Area	Per 4 hrs.	\$100.00 + Catering
Academic Classrooms	Per 4 hrs.	\$45.00 per room
J. Hugo Madison Auditorium	Per 4 hrs.	\$100.00
Lyman Beecher Brooks Library Rotunda	Per 4 hrs.	\$1,400.00

<b><u>ON-CAMPUS HOUSING</u></b>	<b><u>FEE BASIS</u></b>	<b><u>CHARGES</u></b>
Dormitory Rooms (Single Occupant)	Per day	\$ 30.00
Dormitory Rooms (Double Occupancy)	Per day	\$ 50.00

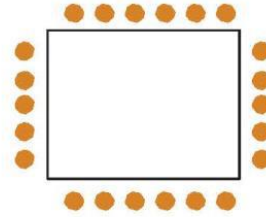
<b><u>STUDENT CENTER</u></b>	<b><u>CAPACITY</u></b> Dependent Upon Set-up	<b><u>FEE BASIS</u></b>	<b><u>CHARGES</u></b>
Reception/Lobby	Standing: 225	Per 4 Hrs.	\$ 300.00
Room 149	Theater: 350 Banquet: 175	Per 4 Hrs.	\$ 500.00
Room 138A	Theater: 150 Banquet: 90 Classroom: 70 U-Shape: 40	Per 4 Hrs.	\$ 300.00
Room 138B	Theater: 200 Banquet: 100 Classroom: 70 U-Shape: 40	Per 4 Hrs.	\$ 500.00
Room 138C	Theater: 150 Banquet: 90 Classroom: 70 U-Shape: 40	Per 4 Hrs.	\$ 300.00
Room 306	Theater: 15 U-Shape: 10	Per 4 Hrs.	\$ 100.00
Room 307	Theater: 60 Classroom: 40 U-Shape: 24	Per 4 Hrs.	\$ 100.00
Room 309	Conference: 14	Per 4 Hrs.	\$ 100.00
Room 312	Theater: 25	Per 4 Hrs.	\$ 100.00
Room 370	Classroom: 60	Per 4 Hrs.	\$ 300.00
Information Table	1 table and 2 chairs	Per Day	\$ 150.00

## STUDENT CENTER ROOM SET-UP DIAGRAMS



### Square Style

Conference tables placed in a square or rectangular outline with open space in the middle. Great for medium or larger group meetings.

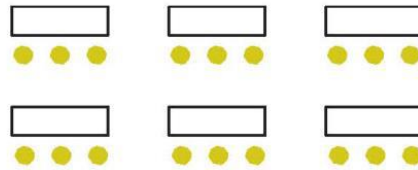


### Conference Style

Conference tables placed in a square or rectangular shape with the middle filled in. Ideal for small groups or project meetings.

### Classroom Style

Rows of tables with 2-3 chairs at each one, with tables arranged to face the front of the room. Most desirable for groups who will be listening while taking notes or working on an activity.



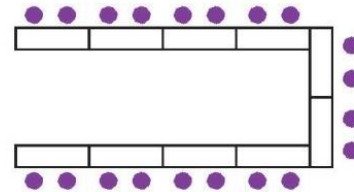
### Auditorium Style

Rows of chairs facing the front of the room, usually divided by center and/or side aisles. Appropriate for lectures or larger groups that do not require extensive note-taking.



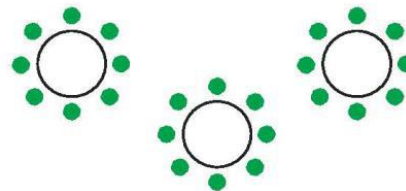
### U-Shape

U shaped table set up with chairs on outside perimeter. Perfect for presentations that include group discussions, note-taking or handouts.



### Banquet Style

Round tables with 8 chairs. Perfect for served meals and/or conference sessions with small breakout or discussion groups.





<b><u>PERSONNEL SERVICES</u></b>	<b><u>FEE BASIS</u></b>	<b><u>CHARGES</u></b>
<b>**PLEASE NOTE: This is Not a Comprehensive List- Additional Services May Be Required Depending on Event Needs**</b>		
Audio/Visual Operator	Per hr./4hr. min.	\$ 11.00
Bowling Attendant	Per hr.	\$ 25.00
Building Supervisor	Per hr./4 hr. min	\$ 25.00
Cleaning Charges	Varies Per Contractor	Varies
Game Room Attendant	Per hr.	Varies
Grounds Keeper	Per hr.	\$ 27.50
Electrician	Per hr.	\$ 38.50
Sound Technician	Per hr.	\$ 35.50
Security Officer	Per hr.	\$30.00
Ticket Force	Per person/4 hr. min.	\$ 8.50
<b><u>EQUIPMENT CHARGES</u></b>	<b><u>FEE BASIS</u></b>	<b><u>CHARGES</u></b>
Staging	Complete	\$ 1,750.00
Runway	Each	\$ 200.00
Riser	Each	Varies
Handrails	Each	\$ 25.00
Skirting	Each	\$ 50.00
Backdrop	Each	\$ 10.00
Microphone	Each	\$ 35.00
Data Projector	Per 4 hrs.	\$30.00
Easel	Each	\$ 5.00
Xerox Copies	Each	\$ 0.10
Tables	Each (Up to 9 at no charge)	\$ 8.00
Chairs	Each (Up to 50 at no charge)	\$ 0.65
Tele-Conference Services	Each	\$ 150.00
Podium/Lectern	Each	No Charge