

**Set-up Requests: Please check the boxes of items/equipment you are requesting with associated quantities and complete a room diagram reflecting setup layout. See RUSO agreement for quantity limits.**

<input type="checkbox"/> chairs _____	<input type="checkbox"/> seminar tables _____	<input type="checkbox"/> table podium _____	<input type="checkbox"/> staging size 4x8 _____
<input type="checkbox"/> 6' tables _____	<input type="checkbox"/> round tables _____	<input type="checkbox"/> floor podium _____	
<input type="checkbox"/> 8' tables _____	<input type="checkbox"/> easels _____	<input type="checkbox"/> dry erase bd _____	

**Items available for additional cost:**

<input type="checkbox"/> flip chart	<input type="checkbox"/> cocktail tables	<input type="checkbox"/> TV/DVD	<input type="checkbox"/> dance floor size _____ x _____
<input type="checkbox"/> concert sound	<input type="checkbox"/> Specialty linens	<input type="checkbox"/> LCD projector	<input type="checkbox"/> microphone
<input type="checkbox"/> pipe & drape	<input type="checkbox"/> barricades	<input type="checkbox"/> screen	<input type="checkbox"/> small portable PA
<input type="checkbox"/> plants	<input type="checkbox"/> custom signage	<input type="checkbox"/> Other _____	

## RESERVATION AND USAGE POLICY

*The Hendrix Student Center and the University Union serve as important gathering places for students, faculty and staff as well as visitors. The department of Campus Life manages the reserveable spaces to maximize the use of these valuable resources and to provide safe and aesthetically pleasing environments to host events that enhance the quality of life in our community and advance the mission of our university. We are proud to employ student leaders to manage the events and provide excellent service for our guests and we look forward to serving you! Questions, concerns and suggestions are always welcome at 864-656-4636.*

### Reservation Procedure

The responsible party completes a reservation request form including any set-up and technical needs. We need a minimum of **THREE BUSINESS DAYS** prior to the event date for simple requests to **TWO WEEKS** notice for events that require additional equipment, personnel or technical needs. Last minute requests may not be able to be honored. Reservations may be submitted in person during business hours M-F from 9am to 5pm at Hendrix Student Center Guest Services desk, via Virtual EMS or faxed to 864-656-6119.

### Deposit and Confirmation Policy

A deposit of \$50, a signed reservation request form, related set-up diagrams and any signatures (if necessary) are required two weeks before your event date in order to avoid the cancellation of your reservation request. This policy enables us to protect these important facilities and prevents groups from reserving and not using the facility. For reservations with a cost estimate of less than \$50, full payment of the cost estimate amount is required to confirm a reservation.

This deposit is refundable ONLY if the reservation is cancelled in writing or via email AT LEAST ONE WEEK before the event date. For any cancellations after that deadline, or any reservation that results in a "no-show," the deposit will not be refunded and will be applied to the cancellation/no-show fees.

**An event/request is considered confirmed only when you receive a Confirmation with your reservation number.**

Prior to that time, we may place the requested date on hold as we verify availability, prepare a cost estimate worksheet and wait for the responsible party to return any necessary forms and/or signatures. Once the event is confirmed it is considered a binding agreement. NOTE: Recognized Undergraduate Student Organizations (RUSO) will receive a CONFIRMATION at list price, but the final invoice will reflect the RUSO discounts as outlined in the Hendrix RUSO Fees Sheet.

**If you disagree with any information outlined on your CONFIRMATION, you must respond via email to [reserve@CLEMSON.edu](mailto:reserve@CLEMSON.edu) to discuss with a manager within two business days after sending you the Confirmation.**

Groups using these areas for events without a confirmed reservation may be subject to eviction, fines, and disciplinary action.

### Recognized Undergraduate Student Organizations (RUSO) Discount

Through an agreement between Campus Life and CU Student Government, Recognized UNDERGRADUATE Student Organizations may reserve specified inventory items in the Hendrix Student Center only - free of charge based on availability of inventory. Quantity restrictions are outlined in the Hendrix RUSO Fees Sheet and are subject to change each fiscal year.

### Union Loggia

A RESERVATION IS REQUIRED. There is no charge for permanently placed tables and chairs in the University Loggia (4 tables and 8 chairs). Groups using these areas for events without a confirmed reservation may be subject to eviction, fines and disciplinary action.

Client Initials \_\_\_\_\_

### Change of Location

Campus Life reserves the right to make necessary changes in room/ area locations as needed to accommodate the needs of the operation. Every effort will be made to give ample notice of any changes.

### Right of Refusal / University Priority

Campus Life reserves the right to not approve any event or cancel a reservation with full refund in the event there is a facility, health or safety issue that requires us to do so.

### Payments

Payment for your event will be due within 30 days of the date on the final invoice. Any deposit/payment will be applied and the responsible party will receive an invoice for the balance due following the event. University departments may pay via IDO, Credit Card or Check from a university/foundation account. Recognized student organizations can pay via IDO, credit card, cash or personal checks. Payments are to be sent or delivered to CLEMSON UNIVERSITY/CAMPUS LIFE, 203 Hendrix Student Center, Clemson SC, 29634. If you have any question about your invoice or how to make your payment, please email a reservations manager at [reserve@clemson.edu](mailto:reserve@clemson.edu). Payments are not accepted after business hours.

Groups who have a past due balance will lose their reservation privileges and may be turned over to the university collections department until all fees are paid. Any other arrangements for payment must be agreed to in writing as an addendum to this contract.

### Other Items Available

We are here to help you find whatever you need to make your event a success. If you need an event planner, we will help you work within your budget to arrange Pipe and Drape, Barricade, Centerpieces, Props, Décor, Entertainment, Directional and Promotional Signage, Marketing, Specialty Linens, piano, ticket stock, etc. We can provide billing consolidation and event coordination. A cost worksheet must be agreed to prior to confirmation.

For liability, image and consistency purposes, only furniture and equipment rented through Campus Life can be set up in the Campus Life rooms and areas. No outside furniture or equipment is allowed unless approved by the Campus Life staff before the reservation is confirmed.

### Staff Charges

All groups are required to pay for staff charges for events that require set-up or break-down outside of our normal operational hours. Staff charges may also apply if the event requires dedicated technicians, stage hands, special services such as parking attendants, police, EMS, or guest services representatives. For example, events in the McKissick Theatre that require technical needs (sound, video, etc) must pay for a dedicated technician to be on-site for the duration of the event. Groups may be required to hire our ushers, restroom attendants, ticket takers, etc. as deemed necessary to provide for excellent guest service. Trained volunteers provided by the organization may be used in some circumstances with approval by Campus Life staff.

### Cleaning Charges

Events that require additional cleaning will be charged a fee.

### Cancellation / No Show Policy

A reservation eliminates other groups from using the facility; therefore, penalties will be enforced for groups who do not respect the system. Campus Life recognizes there are circumstances where cancellation becomes necessary through no fault of the organizing party. **A minimum of ONE WEEK is required to cancel a reservation or any equipment without penalty. Any cancellations after that point will be charged a \$50 fee. Customers who fail to show up for their reservation will be charged a \$50 "no show" fee and any additional hard costs incurred by the facility to set/strike the event.** They also risk losing future reservation privileges.

### Fronting

The responsible party on the contract must actually be planning and **be present** at the event. A group may not "front" for another organization for the purpose of getting free or reduced fees for a group that does not have access to discounted rates. For example, a community group or department may not utilize a Recognized Student Group to reserve the venue and equipment unless the event is planned by students and open to students.

### Block Booking

Recognized Student Organizations who have recurring meetings may request block booking each academic year by submitting a Block Booking Reservation Request **beginning March 1<sup>st</sup>** of the previous academic year. Block booking requirements are subject to availability.

### Damages

Any damages caused by the group must be paid for by the group. If the damages are intentional, additional penalties will be applied.

Client Initials \_\_\_\_\_

## Security Requirements

Campus Life event planning staff will review the scope of each event to determine the need for additional security. CUPD or a third party security company may be required for large events, events open to the public, events featuring celebrity speakers or performers, or events after hours. These costs will be assumed by the event organizers.

## Guest Code of Conduct / Responsibilities

The person who signs the form assumes responsibility for the actions of the organization and the guests attending the event. The group representative accepts responsibility for ensuring that all university and facility rules and regulations are followed. A spirit of camaraderie for our Clemson family and respect for all people are expected in our facilities as we strive to create a diverse and vibrant learning environment.

## Food / Beverage / Alcohol / Linen Service

CU Dining Services is the exclusive food service provider for Clemson University. All events serving food or beverages must contact CU Dining Services before food/beverages can be served, sold or catered. Even if your group has donated items, you need to contact CU Dining Services to make sure it is in compliance with DHEC and university policies. CU Dining Services provides full-service catering options as well as basic linen service as requested. Our event planners can assist with coordination, or you may call CU Dining Services directly. **CU Dining Services Contact: 864-656-2044**

Requests for Alcohol must be approved by Campus Life, Student Affairs, CU Police Department and must be served by CU Dining Services. Please note that this process may take 2-3 weeks.

## Decorations

Only free standing decorations or table decorations are allowed. Hanging or taping materials from ceiling, posts or walls is prohibited. All props or décor must be removed from the area immediately after the event. Any items left at the facility must have advance approval from the facility manager. Proper disposal into trash containers behind the facility loading dock is required. Groups will be charged cleaning fees if items are not properly removed. Helium balloons are permitted only in the ballrooms and meeting rooms, not in open areas where they may escape into atriums. Helium tanks must be on proper transport dollies. Flyers, posters, handbills must be approved before distribution or postings and may not be taped to any surface of the venue. Banners and approved signage may be hung by Campus Life staff. No open flames / No Candles / No Glitter or Confetti will be allowed.

## Amplified Sound

Noise restrictions are in effect until 9pm across campus. Any use of amplified sound for any event at any time needs to be approved so that we can make sure all reservations are compatible. Campus Life management reserves the right to ask client to reduce the volume of any event that could conflict with other events/University activities in the venue.

## General Facility Rules

- The following items are prohibited unless written authorization is provided: outside food and beverages for events, alcohol, tobacco products, glass containers, coolers, illegal drugs, fireworks, explosives, aerosol cans, glitter, and wax candles.
- The use of video and recording equipment, cameras is permitted at the discretion of the client.
- No doorway or exit is to be blocked for any reason.
- Sprinkler heads cannot be covered.
- No animals are allowed inside the venue(s) except for seeing-eye dogs or when approved in writing by Campus Life.
- No open flame is allowed without CU Fire Department approval.
- Stickers, tape and adhesive backed decals are not to be used or distributed.
- No tape or wires of any kind is/are to be used on walls, columns, posts, or doors. There shall be no anchoring devices placed in the asphalt/cement /wall surfaces anywhere around the facility. Tent stakes on the lawn will be permitted upon approval. Nothing is to be attached in any way to the building. Any banners, posters, fliers and/or signage must be approved by Campus Life management.

I certify that I reviewed the Reservation and Usage Policy and agree to comply with the guidelines, as well as those of Clemson University's Facility Use Policy (<http://www.clemson.edu/studentaffairs/campuslife/studentcenter/multimedia/pdf/facility-use-policy.pdf>). I understand that in signing this I assume responsibility for my organization while using the facility and I further certify that I am authorized to obligate my organization to any financial costs for this event.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Date signed

Client Initials \_\_\_\_\_



HENDRIX STUDENT CENTER AND UNIVERSITY UNION  
BILLING RATES FY 2012

Item	Unit	Undergrad RSO	Other RSO	CU Department	CU Aux. Department	Non-Affiliated
Additional Microphones	ea	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
After Hours Charge	per hour	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00
Bike Rack 6' sections	each	Variable	Variable	Variable	Variable	Variable
Bike Rack 8' sections	each	Variable	Variable	Variable	Variable	Variable
Box Office - ticketing service	per event	Variable	Variable	Variable	Variable	Variable
Chair/3rd party *	ea	Variable	Variable	Variable	Variable	Variable
Chair/In house *	ea	\$0.80	\$0.80	\$1.25	\$1.25	\$1.25
Conference Phone & Line Use --HSC Conf Room	per event	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Dance Floor (1-25 sections)	3x3 ea	\$4.00	\$4.00	\$5.00	\$12.00	\$12.00
Dance Floor (26-100)	3x3 ea	\$4.00	\$4.00	\$6.00	\$6.00	\$6.00
Dry Erase/Flip Chart Stand	ea	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Easel *	ea	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Entertainment	per event	Variable	Variable	Variable	Variable	Variable
Event Staff & Labor	per event	Variable	Variable	Variable	Variable	Variable
Flip Chart Pad	ea	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Furniture Rental	per event	Variable	Variable	Variable	Variable	Variable
House Sound - w/ 2 mics	per event	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Karaoke Machine	per event	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Late Cancellation/No Show Fee	per event	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
LCD Projector Indoor	ea	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00
LCD Projector Outdoor	per event	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Light Towers	ea	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00
Light Trees - In House	per pair	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Linens 3rd party	ea	Variable	Variable	Variable	Variable	Variable
Linens in house	ea	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Piano in House	ea	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Pipe and Drape	per section	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Plants	ea	Variable	Variable	Variable	Variable	Variable
Podium in House	ea	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Portable Large Dry Erase Board	ea	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Portable Wall - Hendrix Only	per event	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Projection Screen Only - Indoor	ea	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Projection Screen Only - Outdoor	per event	Variable	Variable	Variable	Variable	Variable
Radios	ea	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Rain Location	per event	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Signage	per event	Variable	Variable	Variable	Variable	Variable
Small Portable Sound System	per event	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Staging (4' x 8' stage deck) *	ea	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Stanchions	per pair	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Table Skirts	ea	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Table Top Podium	ea	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Tables/3rd party *	ea	Variable	Variable	Variable	Variable	Variable
Tables/In house *	ea	\$7.00	\$7.00	\$11.00	\$11.00	\$11.00
Tents - 3rd Party	ea	Variable	Variable	Variable	Variable	Variable
Tents - In House	ea	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
TV/VCR or TV/DVD *	ea	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Video Equipment/ Service	per event	Variable	Variable	Variable	Variable	Variable

Labor	Capacity **	Undergrad RSO	Other RSO	CU Department	CU Aux. Department	Non-Affiliated
Building Supervisor	per per/per hr	\$20.00	\$20.00	\$20.00	\$25.00	\$25.00
Change Over	per per/per hr	\$12.00	\$12.00	\$12.00	\$14.00	\$14.00
Cleaning	per event	Variable	Variable	Variable	Variable	Variable
Contract Event Staff	per event	Variable	Variable	Variable	Variable	Variable
Electrician	per per/per hr	Variable	Variable	Variable	Variable	Variable
Guest Services	per per/per hr	\$12.00	\$12.00	\$12.00	\$14.00	\$14.00
Marketing Team	per event	Variable	Variable	Variable	Variable	Variable
Parking Attendants	per event	Variable	Variable	Variable	Variable	Variable
Rimmers	per per/per hr	\$12.00	\$12.00	\$12.00	\$14.00	\$14.00
Security	per event	Variable	Variable	Variable	Variable	Variable
Stage Hands	per per/per hr	\$12.00	\$12.00	\$12.00	\$14.00	\$14.00
Technical Operators	per event	Variable	Variable	Variable	Variable	Variable
Ticket Takers	per per/per hr	\$12.00	\$12.00	\$12.00	\$14.00	\$14.00
Ushers	per per/per hr	\$12.00	\$12.00	\$12.00	\$14.00	\$14.00
Room / Space	Capacity **	Undergrad RSO	Other RSO	CU Department	CU Aux. Department	Non-Affiliated
Arcade	Outdoor	n/a	n/a	n/a	\$25.00	\$50.00
Atrium Space (6 spaces available)	Tabling	n/a	n/a	n/a	\$25.00	\$50.00
Ballroom A or B	260	n/a	n/a	n/a	\$150.00	\$300.00
Ballrooms A and B	500	n/a	n/a	n/a	\$300.00	\$600.00
Conference Room	20	n/a	n/a	n/a	\$50.00	\$100.00
Lever Beach / Baby Bowman	per event	Variable	Variable	Variable	Variable	Variable
Loggia Space	Tabling	n/a	n/a	n/a	\$25.00	\$50.00
McKissick Theater	150	n/a	n/a	n/a	\$150.00	\$300.00
Media Conference Room	15	n/a	n/a	n/a	\$50.00	\$100.00
Meeting Room A	165	n/a	n/a	n/a	\$75.00	\$150.00
Meeting Room B	180	n/a	n/a	n/a	\$150.00	\$300.00
Meeting Rooms A and B	350	n/a	n/a	n/a	\$150.00	\$300.00
Palmetto Ballroom	275	n/a	n/a	n/a	\$150.00	\$300.00
Pedals Room	210	n/a	n/a	n/a	\$75.00	\$150.00
Piazza / Breezeway	Outdoor	n/a	n/a	n/a	\$25.00	\$50.00
SOC Room	20	n/a	n/a	n/a	\$50.00	\$100.00
Student Senate Chambers	100	n/a	n/a	n/a	\$150.00	\$300.00
Union Courtyard	Outdoor	n/a	n/a	n/a	\$25.00	\$50.00
Union Cox Plaza	Outdoor	n/a	n/a	n/a	\$25.00	\$50.00
Union Plaza	Outdoor	n/a	n/a	n/a	\$25.00	\$50.00

\* These items are offered to RUSO's at no charge at HSC, based on availability of inventory and quantity restrictions.  
 \*\* Capacities are approximate and cannot be confirmed until the setup diagrams are approved by the facility manager.  
 \*\*\* Any items not in inventory at the time of confirmation may incur extra charges.