

Procedures and Policies for ACU Facility Rental

Outside groups, organizations or individuals who desire to hold an event or activity at Arizona Christian University must first get the approval of the ACU Special Events Team. Requests must be submitted via the Facilities Reservation Request Form. This form will be reviewed by the Special Events Team, which will either approve or deny the request or ask for additional information to aid in their decision.

FACILITY RENTAL REQUESTS

- The request to host the event or activity at ACU does not guarantee the approval of the event or activity.
- Priority approval is given to University programs that relate to academics, retention, recruitment and athletics.
- All requests should be submitted at least one month prior to the event. It is recommended that Departments, and outside groups seeking to use University facilities begin communications with the Special Event's Team as soon as possible to ensure there is enough support staff (Facilities, Campus Safety, etc.), no scheduling conflicts, adequate parking, etc. for the event.
- Groups may not reserve University space more than six months in advance (unless approved by the President, Vice President of Operations or Provost permitting early commitment of space).
- The University reserves the right to shift groups to an alternative space (rather than the space originally reserved) should it be necessary in order to accommodate pressing University needs.
- The University, via the Special Events Team, reserves the right to establish the location of an event on the campus, limit the duration, mandate levels of service to present in the form of security, custodial, and other support staff, and establish other conditions with respect to the use of the University's facilities. The University also reserves the right to reassign the event, if necessary, at its discretion.
- Requests to hold events or activities in the **Residence Hall** will be forwarded to the Director of Residence Life. The Director of Residence Life will approve or deny these requests and communicate that decision to the Special Events Team.
- Some events may have City, County, or State permitting requirements.
- Any and all events or activities open to the general public are required to complete a Facilities Reservation Request Form and submit this form to the Special Events Team for review.
- Events are considered scheduled only when the Special Events Team approves an event or activity in writing to the requesting group.

EVENT PROMOTION

- Events should not be promoted until arrangements with the University have been finalized (including submission of this signed form) and the event has been officially recorded on the University's Master Event Calendar.
- Arizona Christian University requires that the disclaimer "this is not an official function of Arizona Christian University" be included in any advertising that uses the name Arizona Christian University.

- A copy of all advertisements, programs and materials must be sent to ACU's Marketing and Communications Department for review and approval.
- No decorations are to be installed without first securing approval. The driving of nails, tacks, or other metal articles into walls or posting of papers, signs, and the like or otherwise marring the property, are absolutely prohibited. Decorations may not be tacked, pinned, taped or otherwise affixed to or placed on walls, ceilings, windows, doors, molding, and furniture within university space. Please contact facilities@arizonachristian.edu for details.
- Solicitations and other activities engaged in for personal financial gain or profit are prohibited.
- Fundraising for charitable groups must be approved by ACU's Advancement Department.

ACU CONDUCT

- Individuals, members of groups, and organizations holding functions on property controlled, operated, or owned by the University and their guests are expected to conform to ACU's Code of Student Conduct, and the laws/ordinances of the City of Phoenix, County of Maricopa, and the State of Arizona.
- Any person(s), while on University-owned or -controlled premises, who willfully refuse the request or command of an authorized University official to desist in any prohibited conduct, may be ejected from such premises and subjected to appropriate disciplinary action.
- Individuals, groups, and organizations holding events on the property of Arizona Christian University shall be solely responsible for the conduct of the event in accordance with all conditions established by the University and for the matter presented at the event. However the University reserves the right to terminate its consent to the use of its property if the event incites or is likely to lead to violence or danger to person or property, advocates violence, breaking the law, or the overthrow of government, or otherwise violates or imminently threatens to violate the law or rights of others.
- Individuals, members of groups, and organizations holding functions on property controlled, operated, or owned by the University and their guests are expected to conform to ACU's Code of Student Conduct, and the laws/ordinances of the City of Phoenix, County of Maricopa, and the State of Arizona.
- All events will be held in compliance with Arizona Christian University Policy on Alcohol, Other Drugs, and Tobacco, other applicable University policies, and the laws/ordinances of the City of Phoenix, County of Maricopa, and the State of Arizona. The use of alcoholic beverages and use of tobacco are prohibited at Arizona Christian University.
- The organization or group will agree to disclose all religious content of the planned activity or event, and verifies that all religious content will concur with the Arizona Christian University statement of Faith, and that no aspects of the planned program will conflict with the University mission or value statements.

RENTAL FEES

- Rental charges are nonrefundable. Exception: Rentals cancelled due to an emergency or severe weather will receive a full refund or credit for rescheduled date. Any cancellation within 48 hours regardless of weather will still incur all catering charges.

- Any and all fees incurred for use of university space and /or equipment must be paid within 30 days of the conclusion of the event. Late fees will be applied for payment beyond that date.

INSURANCE

- The outside group, organization or individual agrees to indemnify the institution and hold it harmless from all liabilities arising out of their use of University property and/or facilities, including but not limited to personal injury, property damage, court costs or attorney's fees. The outside group, organization or individual affirms that it does have appropriate liability insurance coverage, and will supply a certificate of insurance upon request by the University. Liability insurance and all applicable taxes are the responsibility of the outside group, organization or individual.
- *A certificate of insurance must be provided before the Non-University Organization's event takes place. The certificate of insurance must have a minimum \$1,000,000 combined single limit and it must name Arizona Christian University as an "additional insured," and indicating the user's coverage is primary.*

ADDITIONAL REGULATIONS

- Any use of flammable materials, such as candles, need to be regulated to ensure compliance with local fire codes. Candles must be placed on a non-combustible surface. Candles used in a centerpiece surrounded by combustible materials must be contained in a votive or similar container. Candles must be extinguished at the table with a candle snuffer provided by the university. Wax must harden and cool before candles are moved from tables.
- Minors must be accompanied by adult supervision. No animals are allowed inside except those used to assist individuals with disabilities.
- Preparation and service of food at ACU may be provided by any licensed caterer including SODEXO, the University's contracted food-service management firm. Any external caterer must provide ACU with a Certificate of Insurance at least 14 days prior to the event. Eating and drinking are permitted only in areas designated for that purpose.
- Any event using university space must conclude no later than 11:00 p.m., unless special permission is granted by the Vice President of Operations. Regulations relating to parking, traffic control and security are to be observed by all groups.
- Applicant affirms that signing of this Reservation contract constitutes agreement to the above policies. In the event of failure by applicant and/or group to abide by policies as stated, the University reserves the right to cancel the event or to require removal from University property. The University reserves the right to enforce its policies in any necessary and appropriate manner.

Step by Step Directions

- **Go to ArizonaChristian.edu**
- **Click "Contact" at the top of the page**
- **Click "Facilities Rental Request"**
- **Complete ALL applicable areas and "Submit" the form**
- **You should receive an email within 48 hours that notes your request has been submitted and is pending review. This email IS NOT APPROVAL for your event.**

- You may receive a follow up request for additional information to assist our Special Events Team in the decision process.
- You may receive a contract to review, sign, and return back to ACU.
- Your request will be reviewed by the Special Events Team, and you will be sent an email noting your event was either APPROVED OR DENIED within two weeks. Then, you may advertise your event.
- Your email will also contain contact information for the University Department(s) you should update regarding your event.