AUGUSTA UNIVERSITY

Auxiliary Event Agreement

Event: **Event Date:**

EMS Reservation Number:

Description of event:

Start Time: AM **End Time:** AM

Expected Attendance **Set Up Time:** **Tear Down Time:**

Internal/External: Internal **Campus Address: AU POC Email:**

AU Department: **Student Event:** No

AU Event POC: **Student Events Only-Presence Registration Completed and Attached:** No

AU POC Cell#:

Building(s) Requested:

Room(s) Requested:

List All Exterior Door Locations: (Be Specific)

****Failure to return this form at least 3 business days prior to event will result in a denial of the space request****

1. **Building Coordinator:** For building approval to have building unlocked/locked HS Campus SV Campus

Select Building Access: Badge

Signature: **Date:**

2. **AUPD:** Will alcoholic beverages be served & have you received the Provost approval? No

Please note for events with 100+ people and/or events serving alcohol, AUPD presence fees may apply. Less than 10

AU Police Representative: HT Building, 706-721-2914/706-721-2911 or Capt. Sam Sherrill

Signature: **Date:** **No. of Officers:**

3. J**agAccess:** All buildings on Summerville and Health Science are badge access.

Signature: **Date:**

4. **Parking Office:** Event POC will be responsible for parking violations. HS Building, 706-721-2953

Signature: **Date:**

5. **EVS Services:** Will event have food/ beverages, and/or use restroom facilities? No food will b Yes need res
   - If yes, you must contact Environmental Services for extra trash cans and/or custodial services. No extra tras
   - If 100+ plus people a fee will be applied for EVS services. No Less thar
   - EVS Representative, 706-721-0036/706-721-2434

Signature: **Date:**

6. **Grounds:** Is your event outdoors? No Indoors **Date Contacted:**
   a. If yes, contact Grounds Administration at grounds@augusta.edu or 706-446-2791

7. **Facilities:** Does your event require extra tables & chairs? Yes tables ar **Date Contacted:**
   a. If yes, contact wmc@augusta.edu *Minimum 10 days' notice is required & subject to avail.)*

****Note: Requests for AV, EVS, Grounds, Parking, and/or Police Services may incur applicable fees.***

****Please refer to POC signatories & EVS Event Matrix on page 4****

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General Terms and Conditions

Please Read and Check (√) next to each item acknowledging your understanding.

- [ ] All food and beverage events must contact Environmental Services.
- [ ] All AV Services require an AV Technician. AV equipment used without permission will be subject to $30/hr. fee applied post-event.
- [ ] Do not tape, staple, nail or attach anything to the room walls, doors, ceiling, or windows.
- [ ] DO NOT remove any furniture/audiovisual equipment from any classrooms, labs, conference rooms, or storage areas without the explicit written permission of the Office of Classroom & Event Services. Such actions will be considered vandalism or theft and reported to Augusta University's Public Safety Division accordingly.
- [ ] Per Augusta University Alcohol Policy, the service of alcohol at Augusta University events, programs sponsored by the University, or its direct support organizations, will be prohibited unless advance written permission is received from the Executive Vice President for Academic Affairs and Provost.
- [ ] Augusta University prohibits smoking and the use of other tobacco products on any property owned, leased, or controlled by Augusta University, AU Health, or AU Medical Associates.
- [ ] The University reserves the right to assess charges for damage or changes to equipment, furnishings, or rooms. The requestor's group/department would be responsible for any applicable damage charges.
- [ ] For outdoor events, there is no vehicle driving allowed on lawn surfaces, or staking in the ground. The requestor's group/department would be responsible for costs related to damage involving sprinklers, landscaping equipment or other outdoor equipment.
- [ ] An event POC must attend the door and admit your guests. If this is not feasible, a Police Officer will be required for the event. Leaving the exterior doors open and unattended is strictly prohibited. Failure to comply places the occupants of the building in danger.
- [ ] In compliance with fire code requirements, candles and open flames are not permitted in any area. Do not block exits in spaces with furniture, equipment or decorations.
- [ ] Cancellations must be made in writing to classroomscheduling@augusta.edu within 3 business days' of the event date.
- [ ] All EVS, Grounds, AV, and Police Officer services requested require a minimum of 3 hours on the weekends.

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Event Details Questionnaire:

1.) Will your event have catering? No

If yes, please provide the following details:

- Where will they deliver into the building? No Delivery
- Will heating elements be used? No heating e
- Name of Catering:

2.) For outdoor events, do you have a rain location? Yes rain lc

3.) For outdoor events, what restroom location will be used?

4.) Does your event have any ADA requirements: No ADA re

If yes, please provide the following details:

5.) Will your event require a different room layout? No

If yes, please provide the following details:

**Note: If tables or chairs are moved for an event, AU requires they be placed back in their original locations immediately following the event. Failure to return the space to default setup may result in a Facilities charge.*

6.) Will your event require a rehearsal date or walk-thru prior to event?

If yes, please provide the following details:

- Date of Rehearsal: Reserved in EMS? No
- Date of Walk-Thru: Reserved in EMS? No

7.) Does your event have an agenda? N/A

If yes, please send agenda to classroomscheduling@augusta.edu **Date Sent:**

8.) For EVS & Grounds Services, will your event require any of the following:

- Custodian/Grounds Staff on-site day of the event* No
  **Extra-Duty Pay is required*
- Extra Trash Cans needed? No If yes, indoor ones are provided by EVS and outdoor ones by Grounds.
- If no EVS or Grounds on-site staff is requested, who will be responsible for trash removal:
  POC:

9.) For AV Services:

- Have you input your AV equipment and technician requirements in EMS? Yes or No No
- If no, to the above please go to ems.augusta.edu and input your AV requirements
- Please note that a fee will incur for events before 730AM and after 5PM, if requiring AV Tech Support.
- Please note that certain locations automatically requires an AV tech for support.

10.) Will your event have a guest speaker? Yes **If yes, please contact AUSPECIALEVENTSCOMMITTEE@augusta.edu**

11.) Will your event have minors on campus? No

If yes, please contact minorsoncampus@augusta.edu

12.) Will your event have animals? No **If yes, please contact AUSPECIALEVENTSCOMMITTEE@augusta.edu**

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Responsible Party --- read and sign: *I have reviewed and understand the rules and regulations for the use of the Augusta University facilities and further understand the failure to abide by them may result in loss of future privileges.*

***Once signed, please send it to classroomscheduling@augusta.edu no later than 3 business days before your event. ***

Signature: **Date:**

Printed Name:

Points of Contact for Signature:

1. **Building Coordinators:**
   a. Health Sciences Campus**: HS List of Building Custodians**
   b. Summerville Campus: **SV List of Building Custodians**
2. **AU Police Department:** 706-721-2911
   a. Captain Sam Sherrill: **ssherril@augusta.edu**
   b. Chief James Lyon: **jlyon@augusta.edu**
3. **JagAccess:** 706-721-1703
   a. Gary Johnson: **garjohnson@augusta.edu**
   b. Mel Ibanez: **mibanez@augusta.edu**
4. **AU Parking Office:** 706-721-2953
   a. Heather Hoffman: **hhoffman@augusta.edu**
5. **Grounds Maintenance Services: GROUNDS@augusta.edu**
   a. Melissa Gardiner: (706-446-2791)
   b. Anna Lacey: (706-446-2788)
6. **Environmental Services (EVS):** 706-721-0036/706-721-2434
   a. Health Sciences Campus: Thad Sands: **tsands@augusta.edu**
   b. Summerville Campus: Thad Sands: **tsands@augusta.edu**

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