

Preface

Welcome to the challenge of making sure your event goes off as planned. We hope this booklet will help make this opportunity a pleasant experience. If at any time throughout your event preparations you have any questions or concerns, please do not hesitate to call the Physical Plant Office at 271-4417. We will be glad to assist you in any way we can. This can be handled by a phone call or if needed, we can arrange a meeting with you to discuss your event.

The safety of everyone involved is our first priority. Our staff will make an assessment of the event, occupancy load, furnishings, and equipment needed to ensure a safe environment for all. If there is a question that arises from our standpoint, we will contact the Office of Risk Management for clarification to proceed.

To prevent damages, we will use all means necessary to protect University patrons, furniture, equipment, accessories, buildings, and premises. However, in the unlikely event that any furnishings, equipment, or premises are damaged or missing during or after the event, please notify us in writing or by phone as soon as possible. Due to this being a non-profit division of Physical Plant and most services are usually free of charge, **all damages and missing equipment** are the responsibility of the group hosting the event.

Again it is the Physical Plant Department's goal to assist you in order to make your event a successful one and a hassle-free experience.

Event Guidelines

Philosophy of an Event

The philosophy of having an event is to make preparations for all to enjoy and learn from the experience. Webster's dictionary describes "event" as an occurrence, especially one of importance. We understand that planning for and during an event can be a time of short notice, short tempers, and very little patience. Our staff will strive to make sure that you are kept informed all thru the set-up and take-down of your event. It is imperative that you keep us informed of any changes that come along during the course of planning your event to make it happen as smoothly and quickly as possible.

Event Coordinator

To expedite the event set-up process, please assign one (1) person from your group to be "in charge" of the event. This works out better than having several bosses trying to be in charge. Also make sure you provide us with phone numbers so we can reach you if we have a question.

Special Requests

If you feel you have any special "needs", special requests, or anything that requires special attention relating to set-up/take-down of an event please call the Physical Plant Office at 271-4417 before the event is scheduled, so we can look at your needs. Sometimes the "special" part of your event can be handled by simply knowing what equipment is available, moving your event to a new venue or by contacting the correct personnel to answer your questions.

University Equipment

The use of University equipment by individuals, groups, or organizations for activities not directly connected with the university is not permitted, unless included in a facilities usage contract. A facilities usage contract is available in the Scheduling Office. **No** University equipment may be taken from University property except where such equipment is to be used for official University Business. The use by any department of University-owned items assigned to the Maintenance Department must be cleared with the Vice President of Financial Planning and Administration.

Scheduling Policy

Student, faculty, and staff groups and their activities are vital to the educational process, and University groups are encouraged to make use of the University facilities and grounds when their endeavors are part of their University work.

Events are defined as any organized meeting or function occurring in University facilities or outdoor areas.

Insuring the availability of space for the numerous events, which take place on our campus during a single day, requires the coordination of a number of supporting services and careful scheduling to avoid conflicts. The **Scheduling Services Office (SSO)** has the responsibility for such coordination and scheduling, for maintaining the master calendar, for communicating with the coordinators of appropriate support services, and for other concurrence involving requested arrangements. To facilitate effective coordination, **all** members of the University community must communicate with the **Scheduling Office** concerning the use of facilities.

All nonaffiliated groups will schedule the use of all MWSU facilities and grounds through the **Office of Conferences and Special Programs (OCSP)**. This office will be responsible for coordinating and confirming all scheduling details with the Scheduling Office.

Facility Usage Policies

These are clearly printed on the Facility Reservation Form available at the Scheduling Services Office. Please read them.

Scheduling Forms / Reservations

A Facility Reservation Form must be registered with complete details electronically at the Scheduling Services Office. Events requiring a suite of services should complete their request no later than **(14)** working days prior to the event. Fill out **completely (1) form for each event**, even if there will be multiple dates for the same event. Please also be mindful that the staff handling your event needs to be able to read the form to ensure it is set-up correctly.

A Maintenance Request Form may be required for events that require supplies, renting of equipment, overtime, or the construction of /for the event. This will be event specific and necessary to recover our expenses. An index code must be included on the form.

Reservations will generally be taken on a first-come first-served basis. However, the SSO may require changes on location based upon the best interest of the University. The SSO also reserves the right to regulate, modify, relocate, reschedule or cancel events based on the best interest of the University after notification to the reserving group.

Group Responsibilities

1. Groups sponsoring events are responsible for having a member of the group present at all times during the event. Student groups must have a faculty/staff advisor present at all times during the event.
2. Completion of logistical arrangements for the event, such as audio visual equipment, food, set-up, cleanup, public safety, maintenance equipment, tables, chairs, etc.; and any possible cost for arrangements.
3. Public Safety is responsible for unlocking facilities for events. A member of the reserving group must be present for the facility to be unlocked and must remain in or at the facility until it is locked. Facilities may not be left unattended while unsecured. Public Safety may have to be phoned to get a facility locked or unlocked.
4. Facilities used by student groups must be returned to their original condition immediately following the event.
5. All dances will require a facility deposit and the services of Public Safety.
6. Groups seeking official student organization recognition may only sponsor and schedule recruitment/informational meetings.
7. **All safety and fire code guidelines must be observed at all times.**
8. If an event is canceled or changed, the requester is required to electronically cancel or change the reservation immediately. Late cancellation notification may result in assessment of fees at the discretion of the service provider.
9. University policy strictly prohibits the use of **ALCOHOL** on campus. **TOBACCO** products may not be used in campus facilities.
10. Offensive displays/music that degrades the quality of life and/or contain foul language shall not be aired in an open, unconfined area (i.e. outdoors, hallways, lobbies, etc.).
11. Additional charges will be assessed equal to the amount necessary to repair damages, replace missing equipment, or pay for excessive clean up.

Payment for Services

The SSO will act as the clearing house for the provision of contracted services. Payment arrangements for campus services will be made through the SSO for the University. Payment arrangements for nonaffiliated groups will be made through the OCSP. Groups requesting special equipment or services will be referred to the appropriate department for determination of fees.

Groups planning to have food during a scheduled event will work directly with the University contracted food service provider. The food service provider will bill groups directly or through the OCSP for services provided. The University has an exclusive contract for food service on campus. Other caterers are not permitted without the prior permission of the Director of Food Service.

Groups wanting to have concessions will work directly with the Athletic Director of Finance. No concessions are permitted without prior permission.

Event Insurance Requirements

Missouri Western State University requires general liability insurance coverage (bodily injury, property damage) in the amount of \$1,000,000.00 per occurrence from an “A” rated insurance company. This is to be provided (**14**) days prior to the event, cover the entire term of the facility reservation, and have the University listed as additional insured.

Vendors and/or suppliers must also provide a certificate of insurance with the University named as additional insured prior to the event from an “A” rated insurance company.

Other types and amounts of insurance may be required dependent on the services that are being provided and the obligations of the parties under the contract. Review by the Risk Management Officer may be required at the discretion of the SSO.

Telephone Numbers that you may need to answer questions:

<u>Scheduling Services Office</u>	<u>271- 4210</u>
<u>Office of Conferences and Special Programs</u>	<u>271- 4110 or 4115</u>
<u>Public Safety Office</u>	<u>271- 4438</u>
<u>Maintenance Office</u>	<u>271- 4417</u>
<u>Supervisor of Grounds/Events</u>	<u>271- 5816</u>
<u>Director of Food Service</u>	<u>271- 5855</u>
<u>Catering</u>	<u>271- 4435</u>
<u>Office of Risk Management</u>	<u>271- 4466</u>
<u>Athletic Director of Finance</u>	<u>271- 5903</u>
<u>Classroom Services</u>	<u>271- 4395</u>
<u>Director of Recreation Services</u>	<u>271- 4247</u>

Events Equipment Types

A maintenance request form (**3 copies**) must be completed and stamped in the Physical Plant Office (14) business days prior to the event date for **all events requiring equipment listed below**. An index code must be on the maintenance request and is necessary to recover our cost in case of damages, missing equipment, or overtime cost. Equipment types that are available on a first come / first served basis are listed. The amount of equipment available will vary depending on the schedule of events and their priority. **Please do not request more equipment than you need for your event.**

Tables	30" x 72" Folding (wood top)	
Tables	60" Round (formica top)	
Tables	18" x 72"	
Chairs	Metal Folding	
Chairs	Padded stackable (blue)	
Chairs	Padded stackable (black)	
Chairs	Plastic seat /stackable (blu/green)	
Stages	2' tall 4' x 8' - wood	
Stages	2' tall 5' x 5' - wood	
Stages	2' tall 4' x 4' - wood	
Stages	1' tall 4' x 8' - wood	
Stages	Steps w/rail - wood	
Stages	Ramps w/rails -wood	
Trash Barrels	Plastic (50 gal.)	
Trash Barrels	Metal (50 gal.)	
Barricades	Various sizes/ shapes	
Podiums	21" x 34" (natural color)	
Podiums	Table top model	
Podiums	I shape (wood)	
Podiums	I shape (metal)	
Rope Standards	Metal post type (grass areas)	
Rope Standards	Hard surface type (white –wood)	
Rope Standards	Hard surface type (black –metal)	
Rope Standards	Hard surface type (orange –metal)	
Barbeque Grill	Large "on wheels" (36" x 72")	
Barbeque Grill	Small on stand (24" x 36")	

“Some Events Equipment (chairs, tables and stages) not listed are building specific. Blum Union and the Fulkerson Center are examples. The equipment used and stored in these buildings **MUST NOT** be removed.”

All tent requests require (14) days prior notice and weather will be the deciding factor for set-up and take down. Nonaffiliated group requests that require set-up or take down during weekends or evening hours will be charged for the overtime cost.

20' x 40' Tent	Open all sides
20' x 40' Tent	Closed on (1) side and /or (1) end
20' x 30' Tent	Open
20' x 30' Tent	Closed on (1) side and /or (1) end
20' x 20' Tent	Open all sides
20' x 20' Tent	Closed on (1), (2), or (3) sides

MISSOURI WESTERN STATE UNIVERSITY FACILITY RESERVATION FORM



MWSU Scheduling Services Office
LRC 104
4525 Downs Drive
Saint Joseph, Missouri 64507-2246
Phone: (816) 271-4210 Fax: (816) 271-5632
E-mail: eball@missouriwestern.edu
willisd@missouriwestern.edu

Contract #: _____

Facility Usage Policies

1. Facilities will not be reserved until a completed reservation form is received in the Scheduling Services Office.
2. Facility reservations must be submitted 14 working days in advance of event.
3. Events sponsored by a campus department or student organization must have representation by the sponsoring group at the event.
4. There will be a \$100 deposit required for all events requiring Public Safety.
5. Events sponsored by student organizations will require the attendance of the sponsoring organization's Faculty/Staff Advisor.
6. College policy strictly prohibits the use of alcohol and tobacco products on campus.
7. Additional charges for set-up may apply for events that require excessive setup or occur outside of weekday business hours, weekends or on college recognized holidays.
8. Additional charges will be assessed if there are damages to facilities or equipment.
9. For events involving physical participation, MWSU requires combined single-limit, general liability insurance coverage (bodily injury, property damage) in the amount of \$1,000,000 be provided with MWSU named as an additional insured. A certificate of insurance must be provided 14 working days prior to the event and must cover the entire term of the facility reservation.
10. MWSU reserves the right to cancel or reschedule reservations due to academic need or act of God.

Set-Up (Please check one)

<u>Lecture/Theatre</u> 	<u>Classroom</u> 	<u>U-Shaped</u>
<u>Board Room</u> 	<u>Square</u> 	<u>Herringbone</u>
<u>Exhibit</u> 	<u>Rounds</u> 	<u>T-Shaped</u>

Will use room as is, no set-up required.
 Other (describe in full detail the desired set-up, include drawing)

Event Information

Event Date(s): _____
 Facility Requested: _____

 Event Title: _____
 Event Purpose: _____

 Event Time: _____ AM PM to _____ AM PM
 Set-up Time: _____ AM PM to _____ AM PM
 Estimated Attendance: _____
 (used to determine number of tables and chairs necessary, if applicable)

Food Service

Will food or beverage be served? yes no
 If food or beverage is to be served, orders must be placed with Food Service, 816-271-4435, at least 14 working days prior to the date of the event.

Event Contact

Name: _____
 Org./Dept.: _____
 Budget Number: _____ (for MWSU Departments only)
 Address: _____

 Phone: _____ Today's Date: _____
 E-mail: _____

Advisor's Information (Student Organizations Only)

Advisor's Name: _____
 Advisor's Signature: _____
 Phone: _____ Today's Date: _____
 Campus Address: _____ E-mail: _____

Please draw the desired set-up in the box below if you selected other.

Public Safety

Event sponsors may request Public Safety services. Please indicate below the number of officers requested. A minimum fee of \$20 per officer, per hour with a four-hour minimum required for each officer. It is the responsibility of the sponsoring organization/department to contact Public Safety and make the necessary arrangements at least 14 working days prior to the date of the event.

Number of officer's requested/required: _____

Some events may require Public Safety. This determination is the discretion of the Scheduling Services Office and the Dean of Student Development. If it is deemed that Public Safety will be required, consent of the sponsoring Organization/Department will be obtained prior to approval.

CONTINUED ON REVERSE SIDE

Presentation Equipment

All equipment will be set-up during the set-up time you indicate in the Event Information section of this form. Requested equipment is not confirmed until you receive an confirmation e-mail from Classroom Services. Questions regarding equipment should be directed to Classroom Services at 271-4395. For satellite down linking, contact Debbie Silvlus at 271-4188. For two-way videoconferencing contact Danielle Hunt at 271-4298. Services provided pending the availability of technical and staff resources. Charges will apply.

Smart Facilities

Smart Facilities have presentation equipment pre-installed. Smart Facilities DO NOT have all the equipment listed below. Please check Classroom Information Guide capabilities at www.missouriwestern.edu/classroominfo or contact Classroom Services at 271-4395.

Smart Facilities Equipment	Set-up	Training Needed?
Data/Video Projector		
TV/Data Monitor		
Audio Tape/CD Player		
VCR		
Document Camera		
Desktop Computer		
Overhead Projector		
Slide Projector		
DVD Player		
Notebook Computer Hook-up		
Screen		
Wireless Microphone		

Deliverable Equipment

Equipment	Deliver	Set-up	Training Needed?
Video Projector/VCR			
Video Projector/Notebook-hook up			
TV/VCR set-up			
Data Monitor/VCR set-up			
Overhead Projector			
Cart			
Portable Screen			
Boom Box – Tape/CD			
Cassette Recorder			
Slide Projector			
Easel			
Dry Erase Easel			
Podium			
Table Top Microphone			
Podium Microphone			
Microphone/Tail Stand			
Camcorder/Tripod			
PC Notebook (for presentations)			
Zip Drive for PC			
Internet for PC			

Classroom Services DOES NOT provide consumables such as easel paper, dry erase pens, erasers, tapes, etc...

Please outline special instructions for presentation equipment set-up.

If training is needed, please indicate desired training time:
 _____ AM PM

Indicate the number of technicians needed (if necessary): _____

If Technician(s) necessary, please indicate times needed:
 _____ AM PM to _____ AM PM

Technician fees are \$8.00 per hour/per technician for all activities not directly related to a MWSU credit or non-credit class. Technicians must be requested 10 working days prior to the event.

Recreation Services & Facilities

Recreation and athletic equipment can be reserved. Please call the Recreation Services and Facilities Office at 816-271-4247. Equipment is available on a first come, first serve basis and must be reserved at least two weeks prior to the event.

Some equipment will require a deposit and/or fee. This determination is at the discretion of the Director of Recreation Services and Facilities.

Fine Arts Theatre

Request equipment for use in the Fine Arts Theatre in the table below. Music stands, pianos and other musical instruments must be secured through the MWSU Music Department at 271-4420. Please direct all questions regarding the Fine Arts Theatre at 271-4283.

Equipment	Set-up
Six Foot Tables	
Folding Chairs	
4'X8' Platforms	
United States and State Flags	
Wired Microphones	
Microphone Stands	
Cassette Tape and CD Playback	
Headsets for backstage communication	
Stage Lighting	
Stage Fly System (used to suspend scenery for move-in/move-out, display event banners, signs, maps, logos, etc)	
* Costume, lighting and sound design	
Podium	
Podium with Computer (for presentations)	
Portable Rack Unit with Switcher, Audio Controls, VCR, Cassette Tape, & CD	
Document Camera	
Center Mounted Stage Screen	
Fixed-mounted Data/Video Projector in rear projection booth	
Use of Box Office, phone number 271-4442	
Box Office Communications Headset (to monitor stage audio while in Box Office)	
Dressing Rooms (2 large rooms located in basement of Fine Arts Building with restrooms and stage audio monitors)	
Lobby Overhead Display Lighting	
Lobby Projection Screen (located at the north end)	

* Requires lead time and additional technicians. The fee is \$8.00 per hour/per technician. Please contact the Fine Arts Theatre at 271-4283 for additional details.

Invoice (if applicable)

Department	Amount	Description
Public Safety		
Classroom Services		
Fine Arts Theatre		
Physical Plant		
Planetarium		
Recreation Services		
Facility Fee		
Lifeguard Labor		
Supervisor Labor		
Scheduling Services		
TOTAL DUE		

* Food Service charges will be billed by the Food Services Office.

OFFICE USE ONLY

Nature of Event (Check one that is most applicable)
 Meeting Lecture Dance Luncheon Dinner
 Reception Planetarium Other

Scheduling Approval

Signature: _____ Date: _____

Dean of Student Development Approval
 (required for student organizations only)

Signature: _____ Date: _____

Risk Management Approval

(required for events that involve physical activity or have the potential for personal risk or injury, as determined by the Risk Management Officer)

Signature: _____ Date: _____

Distribution (Check all that apply)

- Business Office
- Public Safety
- Classroom Services
- Event Contact
- Fine Arts Theatre
- Food Service
- Physical Plant
- Planetarium
- Recreation Services
- Risk Management
- Other, please specify: _____

MISSOURI WESTERN

STATE UNIVERSITY

“EVENTS SET-UP”

MANUAL GUIDE