



# MISSOURI WESTERN STATE UNIVERSITY

## Events Setup Guide

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This guide will assist you through the event planning process. Event setups must be arranged through the Scheduling Services Office by calling (816) 271-4115. A Facility Reservation Form must be completed for each event. Any setup changes to the Facility Reservation Form can be submitted on a work order through School Dude ([griff.vn/schooldude](http://griff.vn/schooldude)) at least two weeks prior to your event.

We will be glad to assist you in any way we can. We can arrange a meeting prior to your event to discuss the setup of your event. If you have any questions or concerns, please do not hesitate to call or email the Physical Plant Office at 271-4417 or [phyplant@missouriwestern.edu](mailto:phyplant@missouriwestern.edu).

The safety of your event is very important to us. Our staff will assess your event plans, occupancy load, furnishings and equipment to ensure a safe environment for all who attend. If we identify any safety issues we will contact you. Any unresolved safety issues will be turned over to the Office of Risk Management for clarification.

The Physical Plant should be notified immediately if any University property is damaged and/or missing during or after your event. All damaged and/or missing equipment are the responsibility of the group hosting the event.

## **Event Coordinator**

We will need the name and phone number for the person serving as the Event Coordinator. The Event Coordinator will be contacted to resolve any questions or issues during the setup and take down of the event.

## **Special Setup Requests**

The Event Coordinator should email Bruce Whitsell, Grounds/Events Supervisor, ([whitsell@missouriwestern.edu](mailto:whitsell@missouriwestern.edu)) and the Physical Plant ([Phyplant@missouriwestern.edu](mailto:Phyplant@missouriwestern.edu)) **prior** to scheduling the event to discuss any special requests or needs relating to set-up/take down of your event. Our Physical Plant Events Crew will let you know what equipment is available at your venue, what setups work the best for your needs and will discuss any special needs you have to ensure your event setup is completed to your satisfaction.

We realize events change and setups need to be adjusted to meet those changes. To add or remove additional items to the setup after the Facility Reservation Form has already been submitted, the Event Coordinator can submit a School Dude Work Order to add or remove items or make special requests. Same day event changes can be requested via email to Bruce Whitsell and the Physical Plant.

### **University Equipment**

University equipment used by individuals, groups or organizations for activities not directly connected with the University must complete an Equipment Reservation Contract through the Physical Plant.

University owned equipment may be taken from University property only when it is used for official University business. Items assigned to the Physical Plant must be cleared with the Vice President of Financial Planning and Administration prior to removal.

### **Scheduling Policy**

Activities are vital to the educational process. We encourage students, faculty, and staff groups to use the University facilities and grounds when their endeavors are part of their University work. Insuring the availability of space for the numerous events which take place on our campus every day, requires the coordination of a number of supporting services and careful scheduling to avoid conflicts.

The Scheduling Services Office (SSO) has the responsibility of coordinating and scheduling. SSO maintains the master calendar using 25 Live. SSO communicates with the coordinators of appropriate support services. All members of the University community must communicate with the Scheduling Office concerning the use of facilities.

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

## Facility Usage Policies

The Facility Usage Policies can be found on the Facility Reservation Form available on the Scheduling Services website.

## 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 **fourteen (14) working days prior to the event**. A form must be completed for each event. If there are multiple dates for the same event you will need to complete a form for each date. Please print clearly when completing the Scheduling Forms. The staff handling your event need to be able to read the form to ensure it is set-up correctly.

A School Dude Work Order ([griff.vn/schooldude](http://griff.vn/schooldude)) may be required for events that require supplies, equipment rental, overtime or any type of construction for the event. This will be event specific and necessary to recover our expenses. The Budget Index Code must be included. If the Budget Index Code does not appear on Budget drop down on School Dude you can include it in the Description Box on the Work Order.

Reservations will generally be taken on a first-come first-served basis. The SSO may change a location to accommodate the request. The SSO 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. Campus Police 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. Campus Police may have to be called, (816) 271-4438, to get a facility locked or unlocked.
3. Facilities used by student groups must be returned to their original condition immediately following the event.
4. All dances will require a facility deposit and the services of Campus Police.

5. Groups seeking official student organization recognition may only sponsor and schedule recruitment/informational meetings.
6. **All safety and fire code guidelines must be observed at all times.**
7. 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.
8. University policy **strictly prohibits** the use of **ALCOHOL** on campus. **TOBACCO** products may not be used in campus facilities.
9. 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.).
10. 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 fourteen (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:**

Scheduling Services Office	271- 4115
Office of Conferences and Special Programs	271- 4110 or 4115
Campus Police	271- 4438
Physical Plant	271- 4417
Supervisor of Grounds/Events	271- 5816
Director of Food Service	271- 5855
Catering	271- 4435
Office of Risk Management	271- 4466
Athletic Director of Finance	271- 5903
Classroom Services	271- 4395
Director of Recreation Services	271- 4247

**Events Equipment**

A Facility Reservation Form must be completed **fourteen (14) days prior** to the event date for all events requiring setup.

Generators or rental equipment require a School Dude Work Order. The Budget Index Code must be included. If the Budget Index Code does not appear on the Budget drop down on School Dude you can include it in the Description Box on the Work Order.

You will be charged for damages, missing equipment or overtime cost. Equipment use is on a first come/first served basis. 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.**

Equipment	Description	
Tables	30" x 72" Folding (wood top)	
Tables	60" Round (Formica top)	
Tables	18" x 72"	
Tables	30" x 72" Plastic Folding Tables (Gator)	
Chairs	Metal Folding	
Chairs	Padded Stackable (black)	
Stages	2' tall 4'x8' - Wood	
Stages	2' tall 5'x5' - Wood	
Stages	2' tall 4'x4' - Wood	
Stages	1' tall 4'x8' - Wood	
Stages	Steps with and without/rail - Wood	
Trash Barrels	Plastic (50 gal.)	
Trash Barrels	Metal (50 gal.)	
Barricades	Various sizes/shapes	
Podiums	21"x34" (natural color)	
Podiums	Table top model	
Podiums	Presidential Podium*	
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"x72")	
Barbeque Grill	Small on stand (24"x36")	

\*Call IMC to use the Presidential Podium. 217-5880

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

Tent setups must be submitted on a School Dude work order. **All tent requests require fourteen (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.

<b>Tent Size</b>	<b>Description</b>
20'x40'	Open all sides
20'x40'	Closed on 1 side and/or 1 end
20'x30'	Open all sides
20'x30'	Closed on 1 side and/or 1 end
20'x20'	Open all sides
20'x20'	Closed on 1, 2 or 3 sides