

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Event Time: \_\_\_\_\_ Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Phone/Email: \_\_\_\_\_

# Southern Methodist University

## Special Events Toolkit

### Steps:

1. Contact Mikos Smith at mikoss@smu.edu or 214-768-9916 to schedule a meeting (*at least* 6 weeks prior to your event) regarding your proposed event and to check availability and feasibility of the proposed date.
2. Fill out the **“Request for Use”** form (pp. 2-3) to the best of your ability.
3. Fill out the reservation request online. (<http://smu.edu/recsports/dedman/reserve.asp>)
4. Fill out the **“Building Reservation Agreement”** form (pp. 4-5) to the best of your ability.
5. Fill out the **“Event Timeline”** form (p. 6) to the best of your ability.
6. Read through and initial the **“Policies and Procedures”** form.
7. Come to the meeting with all forms completed to the best of your ability and prepared to ask questions and complete any missed items on the paperwork. Forms may be brought in hard copy to the meeting or emailed *prior to the meeting* directly to [mikoss@smu.edu](mailto:mikoss@smu.edu) (preferred).
8. Must meet with Dedman staff member for an end of event walk through.

## **Step 2: Faculty-Staff/Student Request for Use of SMU Rec Center**

### *Student Groups Only:*

Before completing this form, you should be familiar with the applicable sections of the Student Code that deal with the use of Campus Grounds and the Sale and Distribution of Literature. These policies are stated in the Student Handbook, The Peruna Express. You should also be familiar with the attached Policies and Provisions for the use of the SMU Rec Center. This form must be completed and returned to the Associate Director of Events/Camps no less than three weeks prior to the event. The Associate Director of Events/Camps will approve or deny the request.

### *Faculty/Staff Only:*

Complete this form and return it to the Associate Director of Events/Camps no less than three weeks prior to the event.

Do not leave blanks! Please indicate "NA" if not applicable.

Date of Event \_\_\_\_\_ Time \_\_\_\_\_  
(Begin) (End)

Expected Attendance \_\_\_\_\_  
(SMU Affiliated) (Non SMU Affiliated) (Total)

Will any fees be charged by your organization for this event? \_\_\_\_\_  
(YES) (NO)

Date and time you expect to set up for event \_\_\_\_\_  
(Date) (Time)

Name of sponsoring organization/individual \_\_\_\_\_  
Student \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_

Sponsor Representative \_\_\_\_\_ Phone # \_\_\_\_\_  
Local Address \_\_\_\_\_

Name of group facilitating project if different from above \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Person in charge \_\_\_\_\_ Phone # \_\_\_\_\_

PURPOSE OF EVENT \_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF EVENT \_\_\_\_\_  
\_\_\_\_\_

Will minors be participating in and/or present at this event? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe Minor participation/supervision: \_\_\_\_\_  
\_\_\_\_\_

Describe nature of personal property/equipment that the group and participants will bring to the center:

Describe any equipment that may be required for checkout at the Main Desk \_\_\_\_\_  
\_\_\_\_\_

Are you planning on contacting the media to advertise or broadcast your event? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a rain plan? Please provide a description here: \_\_\_\_\_

***(Please note that there is no food allowed in the Dedman Center for Lifetime Sports. Special circumstances will be considered.)***

Student Groups **ONLY** complete remainder of form

## **SPONSORING ORGANIZATION/INDIVIDUAL**

We/I understand that as a sponsor(s) of this activity and/or group we/I are/am accepting responsibility for the actions, activities, and property of these persons.

We also understand that this form is solely to facilitate administrative procedures and in NO manner does it represent endorsement or support of the described activities, or products by the University or its employees.

I have received my copy of the Policies and Provisions for use of the SMU Rec Center and have carefully read, fully understand, and agree to abide by those policies.

\_\_\_\_\_  
Signature of Sponsor Representative/Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

### **SMU Rec Center**

I acknowledge that the sponsoring organization has made the necessary arrangements for this event with the SMU Rec Center Office.

\_\_\_\_\_  
Signature of Events Coordinator

\_\_\_\_\_  
Date

### **Office of Risk Management**

I acknowledge that the sponsoring organization has made the necessary arrangements for this event with the office of risk management.

\_\_\_\_\_  
Signature of Representative from ORM

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

### **SMU Police Department**

I acknowledge that the sponsoring organization has made the necessary arrangements for this event with the SMU Police Department.

\_\_\_\_\_  
Signature of SMU Police Department

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## **Office Use Only**

Will heavy equipment be utilized (trucks, platforms, trailers, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you know of assistance you will need from FS? Yes \_\_\_\_\_ No \_\_\_\_\_  
(i.e., floor covering, equipment moved etc.)

If so please specify \_\_\_\_\_

Do you know of assistance you will need from SMU Police? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you need parking to be available to outside participants? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many cars? \_\_\_\_\_

### **Step 3: SMU Rec Center Building Reservation Agreement**

Organization/Individual: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: Date \_\_\_\_\_ Set-Up Time \_\_\_\_\_  
Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Room/Areas Needed	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	Total	\$ _____

Equipment Needed	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	Total	\$ _____

Estimated Rental Charges: (custodial and SMU Police charges additional)

\$ _____	Total Room Rental
\$ _____	Estimated SMU Rec Center Staffing (@ \$20.00 per hour)
\$ _____	Equipment Rental
\$ _____	Set-up Charge (ie. Tables, chairs, etc.)
\$ _____	<b><u>Total Amount Due two (2) weeks prior to scheduled date of event.</u></b>

We/I understand that as sponsor(s) of this activity and/or non-SMU group, we/I am accepting full responsibility for the actions, activities, and property of these persons. If minors will be participating in and/or present at the event, we/I assume sole responsibility for their protections and supervision. We/I expressly agree that the group's voluntary use of the facilities at the SMU Rec Center shall be undertaken without liability to SMU. Neither SMU, its officers, trustees, employees, students, agents, nor assigns shall be liable for any injuries, damages, claims, demands, actions or causes of action whatsoever that may arise out of or have a connection with the event, whether from acts of active or passive negligence on the part of any trustees, officer, employees, students agents or assigns, and we I do hereby agree to forever release, discharge, indemnify, hold harmless and defend SMU, its trustees, officers, employees, students, agents and assigns from any such injuries, damages, claims, demands, actions or causes of action.

The following persons will be present prior to the event, as required by the Policies and Provisions for use of the SMU Rec Center, during the event, and after the event and will identify themselves as contact for the SMU Rec Center Staff, SMU Police, and Physical Plant personnel.

1. 30 min. before event

_____	_____
Name	Phone number

_____	_____
Name	Phone number

2. During Event

_____	_____
Name	Phone number

_____	_____
Name	Phone number

3. After Event

_____	_____
Name	Phone number

_____	_____
Name	Phone number

We also understand that this form is solely to facilitate administrative procedures and in NO manner does it represent endorsement or support for the described activities, or products by the University or its employees.

I agree to the above charges and have received my copy of the Policies and Provisions for the Use of the SMU Rec Center. I have read and initialed these policies and agree to them. I understand that a signed Request for the Use of SMU Rec Center, along with payment in full for rental and/or staffing charges, is required a minimum of two weeks prior to the scheduled event to confirm the reservation.

\_\_\_\_\_  
Signature of Organization Representative/Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Step 4: Event Timeline

Event Name:

Sponsoring Organization:

Contact: (name, email, phone)

Start Time of Event:

End Time of Event:

(include set-up)

(include clean-up)

Date of Event:

*\*Please fill out the below portion as thoroughly as possible. Include any space or equipment*

*anticipated. **Be sure to address an alternate location for rain if you are planning an outdoor function!***

<u>Time</u>	<u>Location</u>	<u>Equipment Requested</u>	<u>Activity</u>

**Event Description:** (please be thorough)

Inquiries regarding this form and arrangements can be directed to:

Mikos Smith \*214-768-9916\* mikoss@smu.edu

**For Staff Use Only:**

Special Instructions to Staff:

Staff Assigned:

Times:

Signage Needed:

Post-Event Staff Feedback/Suggestions:

## **Step 5: Policies and Procedures for Use of the SMU Rec Center**

1. The SMU Rec Center may be reserved and rented by organizations/individuals ("groups") according to the following policies and the fee schedule attached. Groups will be responsible for all direct costs associated with their events. Southern Methodist University ("SMU") reserves the right to deny use of the facility for activities which, in its sole judgment, may be dangerous, facilitate irresponsible behavior, or infringe upon the building's use by SMU students, faculty, and staff during regular building hours.
2. Use of the SMU Rec Center is limited to events of a recreational nature.
3. All groups wishing to reserve space in the SMU Rec Center should begin by setting an appointment with the Coordinator of Events/Camps or his/her designee, at least three weeks prior to the event. At this meeting, the nature of the event, the purpose and scope of the event, the dates and times of the event, and the support desired from SMU should be discussed. The Coordinator of Events/Camps will make the final determination of the extent of the SMU Rec Center required for the event.
4. Request for the Use of the SMU Rec Center and the Building Reservation Agreement must be signed. At this time a tentative reservation will be made.
5. SMU Rec Center personnel, as designated by the Coordinator of Events/Camps, must be present at all times during any group use of the SMU Rec Center, including group set-up and clean-up periods of any event. The hourly charge for such personnel is \$20.00 per hour.
6. Generally, attendance at and/or participation in any group event shall be limited to those persons eighteen (18) years or older. All groups are responsible for enforcing this age limit. Specific written permission for children under the age of eighteen (18) to participate in and/or attend any event must be obtained from the Assistant Director of Events/Camps, or his/her designee, who may grant or deny such request in his/her sole discretion. If permission is granted, the sponsoring group assumes sole responsibility for proper supervision of minors at the SMU Rec Center and must provide a waiver signed by the parent of each minor in attendance. Unsupervised children under 18 years of age are not permitted in the SMU Rec Center except during Family Hours.
7. Any activities involving minors must have an advisor ratio of 1 to 10.
8. All promotional materials, including flyers, posters, and announcements in any media, commercials or any other form of communication must include ending time, age limits, and a map to the event and directions for parking. All signage to be posted in or on the premises of the SMU Rec Center must be approved in advance by the Associate Director of Events/Camps.
9. Food or drink must be approved in advance in writing by the Coordinator of Events/Camps. A deposit may be required.
10. The number of officers from the SMU Police Department required to be present at any event will be determined by the SMU Police. Groups will need to work with SMU PD to contract officers and set up payment. When filling out the Request for Use of the SMU Rec Center form, plans of action should be discussed to handle larger than usual crowds, occurrences of violence, parking problems, and medical emergencies; and, if required by the Coordinator of Events/Camps, a meeting must be scheduled with the SMU Police Department to discuss these items. Specific members of the sponsoring group must be identified to assist the SMU Police Department in overseeing, controlling, and ending the event. During the event, members of the sponsoring group should work with the SMU Police officers to control the doors, staff the stairs/doorways and elevator to the upper and lower floors, and insure that the event progress smoothly.
11. Through the Coordinator of Events/Camps, the sponsoring group must work with shared facilities to identify and facilitate any modifications necessary to the SMU Rec Center for the event. Any event where floor protection is required, assistance in laying the floor covering and taking it back up may also be necessary. If tape is used on the floor, it must be approved by the Associate Director of Events/Camps in writing before use. Shared Facilities will determine the cost of its service. If custodial services are required, a minimum charge will be set by shared facilities.
12. When required by the Coordinator of Events/Camps, a certificate of insurance naming SMU as an additional insured in the amounts specified by the Associate Director of Events/Camps must be delivered to the Coordinator of Special Events seven (7) days prior to the event. When required, a release of SMU must be signed by all participants and returned to the Associate Director of Special Events seven (7) days prior to the event.
13. Payment will be in advance and payable no later than two (2) weeks prior to the event. Payment for Dedman personnel and building rental is payable no later than two (2) weeks prior to the event. Payment should be made by credit card, check, or JE. Any other arrangement must be approved by the individual office concerned.
14. Members of the sponsoring group, SMU Police and SMU Staff must arrive at least thirty minutes before the event in order to become familiar with facility policy, review facility set-up for the purpose of minimizing risk or injury to person and property, and re-cap emergency procedures. Any set up time for the event must be completed before this time so that the full attention of all present is given to this review. Event set-up is subject to inspection by SMU Rec Center personnel, SMU police, and/or CPPO 30 minutes prior to the start of the event.
15. All groups must read the Policies and Provisions for the use of the SMU Rec Center which can be found on line at <http://smu.edu/recsports/dedman/policy.asp>

Date \_\_\_\_\_ Initial \_\_\_\_\_

## Cancelation Policy

The Dedman Center Facility Coordinator should be notified when a group will not be using a space that has been reserved.

- Group 1 should give at least two working days before your event.
- Groups 2 and 3 should give at least ten working days before your event.

Failure to cancel within ten days prior to the event will result in a room reservation charge at the full day rate for each day's reservation not canceled. Repeat violations of the cancellation policy may result in loss of privileges to reserve space in the Dedman Center for a designated period of time.

## Loss of Privilege

Violation of University or Dedman Center policies and procedures may result in the loss of the privilege to use the facility and/or referral through the University judicial system. Any Dedman Center Professional Staff Member may request that a group not be allowed to use space in the facility if violations have occurred. The staff member will put their request in writing to the Coordinator outlining the violation(s). The Coordinator will review the request, asking the group to respond to the charges, and will make a determination based on the information presented. The group will be notified in writing of the Coordinator's decision and will be given the terms of the sanction which will be the final authority in the matter.

Date \_\_\_\_\_ Initial \_\_\_\_\_