

**Virginia State University
Conference Service
Policies**

Title: Anderson Turner Rental Request: Policies and Procedures

Introduction

The request for Anderson Turner Auditorium has increased dramatically. It is our goal that each request is handled with the same attention and level of customer service. However, to avoid any conflict in scheduling we are asking that you adhere to the following procedures and guidelines:

1. **CLIENT REQUISITION FORM:** A Client Requisition Form or a request through Virtual EMS by a Department representative or Student Organization Advisor, must be completed for submission to Conference Services. The organization must be in good standing with the University in order to make event reservation. (There is a standard rental fee of \$1,200 for the hall).
2. **MEDIA REQUEST FORM:** A Media Request form must accompany the Facilities Request Application. (*This form should include all equipment needed for event*).
3. **CONFIRMATION EMAIL:** After the forms are completed and turned in, a confirmation email will be sent to the representative stating that we have received the forms and the date will be placed on the calendar as “pending”.
4. **QUOTE:** A quote will be given after the form is submitted which will include a summary of all charges based on any additional services requested by prospect.
5. **CONTRACT:** If the prospect is still interested and satisfied with the quoted rates, a Facilities Agreement/Contract will be generated and sent to the prospect to sign and return within 2 weeks after receipt.
6. **Important: Please be informed that once the email is sent, we (Conference Services) have you in our system tentatively. The event will not be confirmed until we have a signed agreement with deposit of 50% of the total billing. The remaining balance will be due 2 weeks prior to the event.**
7. **ADDITIONAL PARTICIPATION:** Any group using other organizations or performing guest during the time of the event (i.e. Intermission acts, guest artist, etc.) must submit the name(s) and info of the group(s) to be documented and approved by Conference Services.
8. **WALK THROUGH:** A walk through of the facility will be done by a Conference Services representative with the User before and after the event to document the conditions of the building (damages, trash, etc.). Your group is responsible for leaving the facility in the same condition to which it was found.
9. **AUTOMATIC CANCELLATION:** if you need to cancel or change to information concerning your events please contact the Conference Service department as soon as you are made aware of these updates. If an event has not been planned or discussed 7 days prior to the date, **the event will automatically be cancelled and a \$50 cancellation fee will be charged to your group.**
10. **TICKETING/ADMISSION FEES:** Any events taking place in the hall with an admission fee (including tickets sold prior to the event) will require Police presence and Security presence during the time of the event.

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11. **HOUSEKEEPING:** There is a housekeeping charge (\$25/hr with 4 hour minimum) applied to each event contract which is not included in the initial rental fee for the hall facilities.
12. **RATES & EXPENCES:** Please be mindful that all rates are based on a per day rental unless otherwise arranged by the Conference Services Director (Yourdonus James). Any equipment rental or additional services rendered from an outside contractor will need to be approved.
13. **PAYMENT OPTIONS:** we will accept personal checks, money orders, and cashier's checks only. There will be **NO CASH** accepted in the office.

14. **Chaperone:** It is mandatory that all University related applicants and/or organizational members hosting the event be present to make sure that the Anderson Turner Auditorium is supervised at all times. It is the responsibility of the person that is hosting the event to be present at all times, in making sure that Anderson Turner Auditorium rules and regulations, as stated below, is adhered to.

RULES AND REGULATIONS OF ANDERSON TURNER AUDITORIUM

- There will be no food or drink allowed in the auditorium
- All fire exits must not be blocked under any circumstances.
- No smoking
- No animals allowed
- No glitter
- No balloons are allowed in the Auditorium
- Dressing rooms are to be kept clean and free of clutter.
- No Furniture is to be removed from the dressing rooms.
- Please secure all personal belongings. (We are not responsible)
- No Props are allowed with explosives in them.
- Props must be painted and dry before being brought into the auditorium—no hanging materials (nails, tacks, etc)
- Four ushers minimum during each show
- No standing in the aisles, all auditorium chairs must be occupied by attendees
- DO NOT block handicap area
- Housekeeping is provided during each show
- Front table is not for materials
- Please address audience about emergency exits.
- The removal of any furniture is prohibited
- All personal belongings left in the Auditorium are subject to a \$50/per day charge. Anything after three days will be disposed of.

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ADDITIONAL CHARGES FOR SERVICES

- AUDIO/VISUAL-- \$35/HOUR, 4 HOUR MINIMUM
- HOUSEKEEPING-- \$25/HOUR, 4 HOUR MINIMUM
- HOUSE MANAGER--\$25/HOUR, 4 HOUR MINIMUM
- SECURITY--\$25/HOUR, 4 HOUR MINIMUM
- OFFICER--\$30/HOUR, 4 HOUR MINIMUM

We look forward to working with you. For your convenience, your documents can be emailed to pevans@vsu.edu or faxed to 804-524-5066. If you have any questions, please feel free to contact our department in regards to your concerns.

Thank you

Department of Conference Services

Box 9199, 1 Hayden Drive

Petersburg, VA 23806