

Mount Olive College Facility and Grounds Rental Guidelines

RESERVING AN EVENT

All reservations should be made by completing the Mount Olive College Event Reservation Request Form and submitting to Pinda Owens, special events coordinator. The form can be found on-line at www.moc.edu under “News & Events” then “Events Services”. All information on the form should be completed for a reservation to be considered.

The Special Events Office should receive all reservations by Tuesday on the week prior to the event. However, the earlier an event is reserved, the more likely it will be that the event can be scheduled on the first date of choice. Confirmation and/or denial of requested events will be made within 24 hours of receipt of the request.

Groups and organizations renting facilities at Mount Olive College will need to complete a certificate of insurance form, and submit a deposit once the event has been confirmed.

FACILITY/FOOD SERVICES CHARGES

For events requiring food services and /or table linens you must contact Pioneer College Catering, who will handle all food requests and charges. They can be reached by calling the Mount Olive College cafeteria at 919-658-2502 ext.1330.

SETUP/CLEANUP

Unless otherwise noted, set-up of the facility will be complete and the room accessible 30 minutes prior to the designated event. When planning an event that requires decorating, please indicate on the event reservation request form, in the space noted additional setup time, how much time will be needed. This will allow our maintenance personnel to have the facility ready for your preparation needs.

Room diagrams have been provided for the standard set-up in the Hennessee & President’s rooms. Please indicate on the request the required set-up. Anything other than the normal set-up may incur an additional labor charge of \$10 per weekday hour and \$15 per weekend hour. For an event requiring anything other than the normal set-up, please include

detailed instructions in the setup details. Event sponsors are discouraged from rearranging set-ups on their own for reasons of safety, cost and coordination.

The event coordinator must approve the set-up prior to the event at a time agreed upon by the event sponsor and the Special Events Office.

Large events held in the Lois K. Murphy Regional Center and Kornegay Arena may require an additional break-down and clean-up fee.

DECORATIONS

Flowers and other decorations are the sole responsibility of the reserving party. This includes internal and external events. When decorating, do not attach items to walls for any reason.

OFF-DUTY POLICE OFFICERS

Off-duty police officers can be provided for any event at a rate of \$20.00 per hour, per officer. If an event or organization will require this service please indicate the number and length of time these officers will be needed. This service will be contracted through the Maintenance Department.

If the College feels security is necessary for any event. The organization or reserving party will be notified in advance and billed accordingly.

OTHER

The College prohibits the use of the following: alcoholic beverages, illegal drugs, pornographic material, firearms, fire works and firecrackers. Damage incurred to any facility during an event will be the financial responsibility of the event coordinator and/or sponsoring organization. Facilities will be thoroughly inspected on the day following the event by the College's Maintenance Department. The College is not responsible for damaged or stolen property left unattended by the reserving party.

Mount Olive College is first and foremost an educational institution our first priority is our students. Occasionally circumstances arise beyond our control regarding student use of facilities that require the relocation of special events. Should such an incidence arise, the College reserves the right to move the reserving party to a second suitable location on campus.

DEPOSIT

A non-refundable deposit, totaling half of the price of facility usage, is required when reserving any Mount Olive College facility. A date and/or facility can not be considered reserved until a deposit has been received and a receipt issued. The amount of the deposit will be deducted from the final facility bill.

CERTIFICATE OF INSURANCE

A certificate of insurance must be signed before an event can be held on the campus of Mount Olive College. This form will be available in the office of the special events coordinator. Please contact Pinda Owens, special events coordinator for more information.

CANCELATION

To cancel an event, written notice must be mailed or faxed to Mount Olive College's Special Events Office two weeks prior to the event.

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