



MOUNT OLIVE
COLLEGE
TRANSFORMING EDUCATION.
TRANSFORM YOUR LIFE.

FACILITY USE GUIDELINES

RESERVING A FACILITY FOR YOUR EVENT

To reserve a facility for your event, please complete and forward to Sherry Jennings, Event Services Coordinator via email, mail or hand delivery, the Facility Reservation Form and the Facility Use Application & Permit.

The forms are attached and also available on-line at www.moc.edu/eventservices. All information on the forms must be completed for a reservation to be considered. Upon receipt of the forms, the Event Services Office will review the event information and send confirmation and/or denial of requested facilities/dates. It is important to note that all events must be consistent with the mission of Mount Olive College.

DEPOSIT

A non-refundable deposit totaling half of the price of facility usage is required when reserving any Mount Olive College facility. A facility reservation is not confirmed until a deposit has been received and a receipt issued. The amount of the deposit will be deducted from the final facility use invoice, which will be sent after the event.

CERTIFICATE OF INSURANCE

In accordance with the policy of Mount Olive College's insurance carrier, businesses and organizations using Mount Olive College facilities for an event must provide a Certificate of Liability Insurance indicating current coverage and adding Mount Olive College as "additional insured." Businesses which hold more than one event a year will be covered under a previously supplied certificate while current.

FOOD SERVICES & LINEN RENTALS

Pioneer College Catering is the food services provider for Mount Olive College and offers an extensive catering menu for events held at Mount Olive College. Fran Brickner, director, will tailor a menu and provide linen rental services for your event; please contact him at 919-658-2502 ext.1330 or fbrickner@moc.edu. If the user/reserving organization prefers to use an off campus caterer, please note that the outside caterer **will not** have access to the College's kitchen facilities. The caterer will be responsible for supplying linens, dinnerware, service ware, etc. Off campus caterers will also be responsible for bringing additional trash receptacles as needed and will be required to remove trash generated by the event. Lastly, the off campus caterer will be required to provide a certificate of insurance, naming Mount Olive College as an additional insured.

SETUP/CLEANING

The reserved facility will be clean, set up according to your agreed upon request and accessible at the time requested on the reservation form. It is important when completing the reservation form that any decorating/set up time needed by user/requesting organization be included in the reservation start time. This will allow our maintenance personnel to have the facility ready for your preparation needs.

Diagrams of standard set-up of the facilities are available. The user/requesting organization must select a set-up prior to two weeks before the event, the diagram for which will be signed by the user/requesting organization and attached to the reservation form. Anything other than the normal set-up will incur an additional labor charge of \$15 per weekday man hour and \$20 per weekend man hour as determined by the College facilities maintenance supervisor.

For an event requiring anything other than the normal set-up, please include a detailed drawing with the reservation form. *Users are prohibited from rearranging set-ups on their own for reasons of safety, cost, wear and tear on furniture and facilities, and liability.* For additional information regarding specific facilities and special set ups and fees, please see enclosed Fee Schedule and the Facilities Descriptions & Specifics for facility specific set up/cleaning fees.

EQUIPMENT& DECORATIONS

Mount Olive College has the following items available for use in many of its facilities: TV, VCR, screens, overhead projectors, tabletop lecterns, standing lecterns, microphones and sound systems. The user/reserving organization must provide easels and all other items. Please indicate on the reservation form any available equipment that will be needed for the event and note the detailed costs associated with equipment set up and media support when requested.

Flower arrangements and other decorations are the sole responsibility of the reserving party. When decorating, do not tape, glue, tack, staple or in any way attach items to walls, floors, furniture, windows or ceilings for any reason.

PARKING

OFF-DUTY POLICE OFFICERS/ CAMPUS SAFETY/PARKING ATTENDANTS

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. *When the College feels security is necessary for any event, the user and/or reserving party will be notified in advance and invoiced accordingly.*

At the request of the user and/or reserving organization or the discretion of the Maintenance Supervisor, parking attendants may be utilized to assist in the flow of traffic on campus at the cost of \$15 per man hour during the week and \$20 per man hour during the weekend.

CANCELLATION

To cancel an event, written notice must be mailed, faxed or hand delivered to the Mount Olive College Event Services Office two weeks prior to the event.

OTHER

The College prohibits the use of the following on campus: alcoholic beverages, illegal drugs, pornographic material, firearms, fire works, and firecrackers. Damage to any facility during an event will be the financial responsibility of the user and/or sponsoring organization. After the event, the College's Maintenance Department will thoroughly inspect the facilities used.

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 and our first priority is our students. Occasionally circumstances arise beyond our control regarding student use of facilities that require the relocation of events. As such, the College reserves the right to move the reserving party to another suitable location on campus. (Example: The training room in Kornegay Arena may be reserved as a dressing room for a concert however a baseball game has gone into overtime requiring the use of the training room. In this instance, the College would relocate the reserving party to another suitable area to be used for dressing rooms.)

FEE SCHEDULE

Building	Room	Rental Rate Per room Per day	Seating Capacity with Tables	Seating Capacity w/o tables
Murphy Center	Hennessee Room	\$100	65	75-80
	President's Room	\$50	12	12
	Hennessee/President's Rooms	\$150	Up to 100	125
	Alumni Dining Room & Stage	\$500**	400 with walls 600 w/o walls	400
	Hunt Lounge	\$35	NA	6-8
Raper Hall	Southern Bank Auditorium	\$600	NA	450
	Large Conference Room	\$100	20	NA
	Small Conference Rooms (3)	\$50	14	NA
	Classrooms	\$50	24	NA
	Classrooms	\$100	48	N/A
	Classrooms with A/V	\$100	24	N/A
	Classrooms with A/V	\$200	48	N/A
	Computer Training Room	\$300	24	NA
Kornegay Arena	Court Area	\$1,200**	550	1800
	Classroom 201	\$35	25	35
	Classroom 202	\$35	25	35
	Basketball Court (for camps only)	\$100 per day	NA	1200 bleachers
	Racquet Ball Facility	NA	NA	NA
Communications Bldg.	Video Conference Rooms	\$300/\$100	24	NA
Rodgers Chapel	Chapel (for weddings & recitals)	\$300**	NA	200
Alumni Crosswalk	Crosswalk & Garden House	\$200	NA	NA
Henderson Hall	Classroom	\$45	15	NA
	Classrooms	\$50	25-35	NA

Camp Use Only

	Hart Female Residence Hall	\$16.50/pp/day	Double occupancy	32 beds
	King Female Residence Hall	\$16.50/pp/day	Double occupancy	49 beds
	Griffin Female Residence Hall	\$16.50/pp/day	Double occupancy	49 beds
	Grantham Male Dorm	\$16.50/pp/day	Double occupancy	126 beds
	14 Apartment Units (7-M/7-F)	\$16.50/pp/day	Double occupancy	55 beds
Grounds/Courts	Baseball Field/ Softball Field/ Soccer Field/ Tennis Courts \$100/per area per week			

MEDIA SERVICES FEES: When set up of equipment (projector, screen, computer, television, VCR, sound system or spotlight) is needed, a fee of \$25 will be assessed. The services of a technician through an event is available for \$25 per hour.

FACILITIES DESCRIPTIONS & SPECIFICS

Kornegay Arena: This hardwood-floor gymnasium will accommodate up to 1800 people. Kornegay Arena features built-in bleachers, roll-away basketball goals, a public announcement system and a score board. With the added features of a covered floor and removable stage, this space can be used for summer camps, conventions, trade shows, etc. Located upstairs inside Kornegay Arena two classrooms are available with seating for 20 people in each. Large events held in this facility will require additional set up, break down and cleaning fees of \$15 per weekday man hour and \$20 per weekend man hour. Graduation/Convention set up, breakdown and cleanup fees are typically \$540 for weekdays and \$720 for weekends.

Lois K. Murphy Regional Center: The Lois K. Murphy Regional Center was completed in 1993 and houses the Alumni Dining Hall, the President's Room, the Hennessee Room, and the Student Center. Alumni Dining Room: The 400 seat dining hall features a stage area with a ceiling mounted projection screen and sound system for presentations or musical performances. Large events held in this facility will require additional set up, break down and cleaning fees of \$15 per weekday man hour and \$20 per weekend man hour. When used for banquets, receptions, reunions, etc., an additional cleaning fee of \$120 for weekdays or \$160 for weekends will be charged. ***The piano may not be removed from the stage for any reason. Users who move the pianos will be responsible for additional fees for tuning and any damage to the piano as Mount Olive College deems necessary- no exceptions.*** The Hennessee Room: A versatile room with seating for 65 people, this meeting space can be arranged in a variety of configurations for smaller groups, is equipped with a computer, an interactive pen tablet, a high resolution document camera and a DVD/VHS player with audio and microphone. The President's Room: An intimate room with seating for 12 people is a comfortable board-room style space. A wall separates the Presidents and Hennessee Rooms which, when removed, allows seating for up to 100 people in a dinner setting or up to 125 people arranged theatre style. Hunt Lounge: Hunt Lounge is an intimate casual student lounge with seating for 8 to 10 people.

Rodgers Chapel: Located at the heart of campus, Rodgers Chapel seats 200 people comfortably and features a high timbered ceiling, plush cushioned pews, a grand piano and an organ. It is perfect for weddings and music recitals. In addition to the use fee, a standard cleaning fee of \$40 will be charged. The furniture/equipment on the altar (chairs, podiums, table, flags, candlesticks, bible, plants, cross, plates, chalices) will be moved/arranged by the College maintenance staff as indicated on the Facility & Grounds Reservation Form. The organ is available for use- please note this need under Special Requirements on the Facility & Grounds Reservation Form. Hymnals and bibles are kept in the pews- if a user relocates them for an event, it is expected they would be returned to the pews or a fee will be assessed. Again, please note that users are prohibited from rearranging set-ups on their own for reasons of safety, cost, wear and tear on furniture and facilities, and liability. ***In Rodgers Chapel, the pianos may not be moved for any reason. Users who move the pianos will be responsible for additional fees for tuning and any damage to the piano as Mount Olive College deems necessary- no exceptions.***

Alumni Crosswalk & Garden House: Completed in 2000, the Alumni Cross Walk is made of the actual red bricks from the original school building located on Breazeale Avenue, which was purchased by the College in 1953. The brick walkway is in the shape of a Celtic cross symbolizing our Christian Heritage - the foundation of the College. The Nido and Mariana Qubein Garden House is superimposed on the center of the brick walkway sheltering a pedestal containing the cornerstone and bell from the original campus and surrounded by four beautifully landscaped gardens. When using this area it is important to note that there is no access to electricity. Mount Olive College is first and foremost a college campus; as such, people may be milling around during an event. Users/requesting organizations are advised to consider also renting the Chapel as a rain location.

Raper Hall: Within the same two-story building is the Mount Olive Pickle Conference Center, comprised of four conference rooms and the Southern Bank Auditorium. The facility offers state-of-the-art facilities with eleven modern classrooms, two computer classrooms, and six laboratories. The Southern Bank Auditorium: Seating 450 people, this facility offers amenities such as a computer, high resolution projector and a DVD/VCR. ***The piano may not be removed from the stage for any reason. Users who move the pianos will be responsible for additional fees for tuning and any damage to the piano as Mount Olive College deems necessary- no exceptions*** Conference Rooms: Four conference rooms offer board room style meeting space appointed with state-of-the-art audio visual equipment.

The Communications Building: Completed in 2006, the Communications Building houses two state-of-the-art video conferencing studios available for business meetings and events. Each 24-seat studio has the capacity to deliver videoconferencing, multimedia presentations, and content creation in an interactive instructional environment. The two studios may be combined to accommodate 48 people. When utilizing the studios for true videoconferencing the fee for use is \$300 per room; when utilizing the studios with the projector, PC and screen, the fee is \$100 per room.

Henderson Hall: The first building on the new campus was completed in 1965, it currently houses faculty offices, classrooms and student lounge areas.

King-Hart-Griffin Residence Halls Complex: The residence halls complex, completed in 1966, consists of three air-conditioned buildings with beds for 130 students. Facility amenities include the master lounge for visitors, a laundry room with automatic washers and dryers, a concession area, and a television lounge. Each room is wired and connected for telephone hook-up, cable TV, and internet access.

Grantham Hall: First occupied in 1970, the residence hall is an air-conditioned, three-story structure with beds for 126 students. Facility amenities include a laundry room with automatic washers and dryers, a television lounge, and concession area. Each room is wired and connected for telephone hook-up, cable TV, and internet access.

College Apartments: Constructed in 1985, the apartments house 56 residents in air-conditioned private bedrooms with kitchen, dining, and living room facilities. Each unit can house four persons. Residence priority is given to upper-level students who meet specified criteria. Each apartment is wired and connected for telephone hook-up, cable TV, and internet access.

Athletic Fields: At Mount Olive College, we have excellent athletics facilities, including baseball, softball and soccer fields and tennis courts. *Scarborough Field:* The baseball field which has bleacher seating for 300, concession stand, press box, sound system, lights, scoreboard, rest rooms, batting cage, dugouts, and locker room. *Nancy Chapman Cassell Field:* The softball field which has bleacher seating for 100, sound system, lights, scoreboard, rest rooms, batting cage, and dugouts. *Ray and Chris Amon Field:* With brand new lights, this soccer field has a press box, bleacher seating for 150, sound system, lights, and a scoreboard. *John Neal Walker Tennis Center:* This lighted tennis center has 6 tennis courts with bleacher seating for 50. The campus also has a 200 yard golf driving range and several practice fields. If requested, the athletic department will provide a technician to operate the scoreboard, sound system, etc. Mount Olive College reserves the right to operate the concession stands during all facility usage.

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Mount Olive College ♦ 634 Henderson Street ♦ Mount Olive, North Carolina ♦ 28365

Phone - 919-658-2502 ♦ Fax – 919-658-7180



FACILITY RESERVATION FORM

Event Name: _____ Today's Date: _____
 Event Start Time: _____ Event End Time: _____ Event Date: _____
 Reservation Start Time: _____ Reservation End Time: _____ Number Attending: _____
 Check one: Internal Event: ___ External Event: ___

Organization Name: _____
 Contact Name: _____ Phone: _____
 Street Address: _____ Cell: _____
 City: _____ State: _____ Zip: _____ Email: _____

FACILITIES REQUESTED (see attachment for facility capacities and diagrams)

Building	Room	Per Event up to 1 day Rental	Requested # of Days	Set-up <small>Indicate from diagrams</small>	Total Cost
Murphy Center	Hennessee Room	\$100			
	President's Room	\$50		NA	
	Hennessee/President's Rooms	\$150			
	Alumni Dining Room & Stage	\$500			
	Hunt Lounge	\$35		NA	
Raper Hall	Southern Bank Auditorium	\$500		NA	
	Large Conference Room	\$100			
	Small Conference Rooms (3)	\$50			
	Classrooms	\$50			
	Classrooms with A/V	\$100			
	Computer Training Room	\$300			
Communications Bldg.	Video Conference Room	\$300/\$100			
Henderson Hall	Classrooms	\$50			
Kornegay Arena	Court Area	\$1200			
	Classrooms 201 and 202	\$50 each		NA	
Rodgers Chapel	Chapel	\$300		NA	
Alumni Crosswalk	Crosswalk & Garden House	\$200			
Grounds/Courts	Outdoor Courts & Fields	\$100/area/week			
For Camp Use Only (based on double occupancy)					
Residence Halls	Number of beds required:	\$16.50 pp/day		NA	
FACILITY USE FEES TOTAL:					

SERVICES REQUIRED:

Please check each item required:
 TV ___ VCR ___ Projector ___ Screen ___ Tabletop Lectern ___ Standing Lectern ___ Sound System ___ Spotlight ___
 Number of microphones (Murphy Center, Kornegay Arena and Raper Hall only) needed: (up to 3) # ___
 Technical Support: Setup ___ Support through event required from ___ to ___
 Security: # of guards required ___; # Hours each guard is required ___ from ___ to ___
 Parking Attendants: # of attendants required ___; # Hours each attendant is required ___ from ___ to ___

Set Up	Kornegay \$15/\$20/ hour; Other facilities for non standard set ups \$15/\$20/ hour	
Media Services	\$25 set up fee; \$20/hour tech support through event	
Cleaning Fee	Dining Hall \$120/\$160; Kornegay \$540/\$720; Chapel \$50;	
Security	\$20/hour per guard; total hours required: ___	

SERVICE FEES: _____
FACILITY USE FEES: _____
TOTAL FEES DUE: _____
 Student/Staff/Faculty NonMOC use Discount- 25% _____
TOTAL FEES DUE: _____
Deposit Paid: _____
BALANCE DUE: _____

Special requirements _____

FOOD SERVICE NEEDS: Please contact Fran Brickner (extension 1330 or fbrickner@moc.edu) at the MOC Dining Hall to make arrangements for your food service needs.

Please complete the Facility Use Application & Permit and return with your deposit.

AGREEMENT: I have read and understand all MOC facilities use documentation and agree to make full payment to Mount Olive College for the services outlined above within 30 days of receipt.

Signature: _____ Date: _____

Date form received in the Office of Public Affairs _____ Received by: _____
 Date submitted to Business Office _____ Received by: _____



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FACILITY USE APPLICATION & PERMIT

It is agreed between the Public Affairs Office of Mount Olive College, "Rentor/Lessor", herein referred to as MOC and _____, herein referred to as "User", that MOC shall allow the User access and the use of facilities as conditioned and described below, subject to all of the policies and procedures of MOC, in consideration of \$_____ which includes: fees \$_____, custodial or other staff costs \$_____, and other miscellaneous costs (list) _____ \$_____.

Organization requesting Use: _____

Facility/Facilities to be used: _____

Date(s) of Use: _____ Time Needed: From: _____ To: _____

Is an admission fee to be charged? Yes ___ No___ AMOUNT \$_____

Purpose of Use (Type of Activity): _____

Special Equipment Needs _____

Special Personnel Needed _____

The undersigned has been given authority to act for and be responsible for the User making application. She/he will see that the facilities are not misused or abused, that there is proper adult supervision at all times, that the facilities are used in conformity with all policies and regulations of MOC, and that all other terms of the use agreements are adhered to and followed.

The undersigned understands and agrees that this contract/permit does not establish an employer-employee relationship between the User and MOC, that the event is not a MOC conducted or MOC sponsored event, and that MOC will not exercise any physical or other control over the operation of the event other than those already spelled out in the agreement and MOC policies.

It is further understood that in consideration of the facilities made available to the User, User agrees to indemnify and save MOC harmless against all claims, suits, demands, orders, judgments, or other forms of liability as shall arise out of or by reason of action taken or not taken by MOC under this contract including but not limited to damages and costs, for which MOC may be found liable, as well as reasonable attorneys fees and costs necessary to defend the interest of MOC. It is further agreed that this indemnification and hold harmless agreement will apply even if injuries or other damages are caused in whole or in part by the acts of negligence by agents or servants or employees of MOC.

Signed _____
User Representative

Date _____

Signed _____
Mount Olive College Representative

Date _____