

# ***Ferguson Student Center***

## ***Policies for the Use of the Ferguson Student Center Facilities***

Table of Contents

- I. Use of Ferguson Student Center Facilities
  - A. General Information & Facility Use ..... 1
    - 1. General Facility Use..... 1
    - 2. Financial Obligation for Facility Use ..... 2
    - 3. Sales at Events..... 2
    - 4. Directional Signage & Event Notification..... 3
  - B. Reservations by User Type ..... 3
    - 1. Annual Events – Priority Reservation System ..... 3
    - 2. Student Organizations..... 4
    - 3. University Departments ..... 4
    - 4. University Guests ..... 5
    - 5. Challenging a Reservation in Hold Status ..... 5
    - 6. Co-Sponsorship..... 5
  - C. Reservation Types & Locations..... 6
    - 1. Information Tables & Bake Sales..... 6
    - 2. Promotional Opportunities..... 6
    - 3. Public Space..... 7
    - 4. Outdoor Space ..... 7
    - 5. Movies and Other Copyrighted Materials ..... 7
    - 6. Gambling..... 8
  - D. Event Planning ..... 8
    - 1. Room Set Up, Clean Up, & Care of Facility..... 8
    - 2. Audio Visual & Equipment ..... 8
    - 3. Catering..... 8
    - 4. Alcohol Policy ..... 9
    - 5. Personnel & Security ..... 9
    - 6. Insurance..... 9
    - 7. Indemnification..... 10
    - 8. Additional Building Hours..... 11
    - 9. Electrical Connect/Disconnect..... 11
    - 10. Decorations..... 11
  - E. Fees..... 11
    - 1. Facility Rates..... 11
    - 2. AV & Equipment Rates..... 11
    - 3. Cancellation – No Show Fees..... 12
    - 4. Additional Damage / Cleaning Fees ..... 12
    - 5. Overdue Invoices..... 12
- II. Appendix ..... 13
  - A. Challenging a Reservation in Hold Status..... 14
  - B. Information Tables & Bake Sales..... 15
  - C. Decorations ..... 16
  - D. Great Hall Terrace..... 17
  - E. Table Tents ..... 18
  - F. Digital Displays ..... 19

# I. Use of Ferguson Student Center Facilities

## A. General Information & Facility Use

The use of the Ferguson Student Center facility and grounds must be in accordance with Ferguson Student Center, Student Life, and The University of Alabama Guidelines and Policies.

The Director of the Ferguson Student Center and their staff will enforce the following policies. These policies apply to all areas within the Ferguson Student Center. The Ferguson Student Center Director (or designee) will at all times retain the ability and sole discretion to deny, reschedule, end, alter, remove, or limit any event within an area covered by this policy.

Request for a waiver of any Ferguson Student Center policies described within the Ferguson Student Center Policies document must be submitted in writing to the Ferguson Student Center Director or designee via a Policies and Procedures Waiver Request Form. The form is available online. The form must be at least ten (10) business days prior to the day of the event. The Policy Waiver Request Process is not applicable for Student Life Policies or other general University of Alabama policies that are referenced within this policy document.

Venues booked by the Ferguson Student Center Event Services include the Ferguson Student Center, Student Services Building and the Round House. Ferguson Student Center venues may be available for booking during all building hours unless otherwise noted. Event reservations can be made by contacting the Ferguson Student Center Reservations Office at 205-348-2827, by email at [reservation@sa.ua.edu](mailto:reservation@sa.ua.edu), online at [www.ferguson.sa.ua.edu](http://www.ferguson.sa.ua.edu), or by visiting our office at Ferguson Student Center Room 2602.

The Reservation Office assists customers in scheduling and planning for events using Ferguson Student Center event space. This includes room reservations, technical support, setup, and oversight of events. The office works with the customer to make their event successful and in accordance with state, university, and departmental rules and regulations.

### 1. General Facility Use

- a. The Ferguson Student Center is available for reservation by the following user types:
  - (1) Registered Student Organizations
  - (2) University Departments
  - (3) University Guests (including non-university organizations, non-university individuals and student, faculty, staff, alumni for non-departmental or non-student organization use)
  - (4) For further information see "User Type" section on page 3-6.
- b. All requests for the reservation of Ferguson Student Center facilities and services must be filed with the Ferguson Student Center Reservations Office using the online request system. Rooms and facilities available for reservation are listed on the Ferguson Student Center Website: <http://ferguson.sa.ua.edu>.
- c. The Director or designee has the authority to deny the proposed use of facilities at any time, or to impose, at any time, limits on the scope, conduct, security needs or audience size of any event in order to carry out the provisions of these policies. The Director may also require, as a condition of use, the services of additional maintenance, technical, or security personnel.
- d. Rooms may be reserved prior to an event for decorating based on availability. See appendix page 16 for complete policy.
- e. Ferguson Student Center reservations are considered confirmed only after the contract has been signed and the deposit, when required, has been received.

- f. The customer, not the Ferguson Student Center or the University, is responsible for loss of or damage to any personal property of the customer, their guests, agents, employees or invitees, located within the Facility or on University property, before, during or after the term of the event.

## 2. Financial Obligations for Facility Use

### a. Payment Schedule/ Deposit Amounts

- (1) Registered Student Organizations: Payment in the amount of the full room rental is due seven (7) business days from the date of holding the room. Deposits are non-refundable. Payment for remaining charges must be collected seven (7) days prior to the event date or the event may be cancelled with charge.
- (2) University Departments: All University Departments are required to submit the Fund, Organization, Account & Program (FOAPAL) information that will be charged for the event when requesting a room. All reservations will be billed on a weekly basis using the FOAPAL submitted when making the room request.
- (3) University Guests: Payment in the amount of the full room rental is due seven (7) business days from the date of holding the room. Deposits are non-refundable. Payment for remaining charges must be collected seven calendar (7) days prior to the event date or the event may be cancelled with charge.

- b. Failure of an organization or individual to meet financial responsibility for damages incurred in a facility during the terms of occupancy, failure of such an organization or individual to reimburse the Ferguson Student Center for stipulated and required service, misrepresentation by an authorized representative in regard to a facility reservation request, or failure of officers, members or their guests to observe provisions of these Ferguson Student Center Reservation Policies may subject an organization and its officers as individuals to a denial of further use of facilities, services and programs within control of the Ferguson Student Center as well as discipline through the Office of Student Conduct, for students and student organizations.
- c. Registered student organizations and University departments may not reserve space for other organizations for the purpose of lower rates or to extend limitations for reservations as outlined in this document. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event. The Ferguson Student Center reserves the right to evaluate and make final determination of appropriate rates. If intentional misrepresentation has occurred, this may result in suspension of reservation privileges in the Ferguson Student Center for the organization that holds the reservation, in addition to being charged the higher of the two rate structures.
- d. Any unfulfilled financial obligation to the Ferguson Student Center may result in loss of reservation privileges, collection agency action, and/or charge to a University account.
- e. Billing disputes must be submitted to the Ferguson Student Center Reservations Office, Ferguson Student Center Room 2602, within ten (10) business days of the invoice date in order to be reviewed.
- f. Exceptions to any of the guidelines, policies, or fees mentioned in this document require the approval of the Ferguson Student Center Director or designee.

## 3. Sales at Events

- a. The University Supply Store is the official vendor on campus and has the “exclusive franchise and license to conduct all mercantile activities of all and every sort, kind, and description on the campus of the University of Alabama.”
- b. All events requesting to sell items at an event must request approval from the University Supply Store. Requests can be made by contacting the University Supply Store. Requests

must be submitted at least 10 days prior to the event.

- a. The e-mail should state the name of the business/vendor, a description of the items to be sold, and the tentative dates of the reservation.
- c. If initially approved, the vendor will be e-mailed a Vendor Use Agreement to be signed and returned to the Supply Store along with a \$225 per day vendor fee payable to the University Supply Store at least 48 hours before the first day of the reservation. An additional \$50 per day fee must be paid to the Ferguson Student Center.
- d. All products sold in the Ferguson Student Center will be jointly approved by the University Supply Store and the Event Coordinator for the Ferguson Student Center. If the Event Coordinator for the Ferguson Student Center denies a vendor request, the vendor may appeal the decision to the Ferguson Student Center Director. The decision of the Ferguson student Center Director will be final.

#### **4. Directional Signage & Event Notifications**

The following promotional materials are allowed in the Ferguson Student Center facilities subject to the noted limitations:

- a. Poster signs and A-frames are not allowed in the Ferguson Student Center as forms of advertising or as directional signage for events. A-frames are permitted outside of the Ferguson Student Center the day of the event and must advertise or direct guests to events within the Ferguson Student Center. Signs may not block pedestrian traffic and are limited to one sign per entrance. Before placing an A-frame at any entrance approval must be granted by Ferguson Student Center Reservations Office. Ferguson Student Center staff reserve the right to remove any A-frame or other signage not complying with this policy.
- b. Easels are allowed in event spaces, next to registration or display tables, and directly outside the door of any event space. Signs may not be in the line of traffic, blocking a stairwell, or blocking access to life and safety devices at any time. The Ferguson Student Center staff reserve the right to move any sign not in an approved location or blocking life and safety services.
- c. Groups choosing to place signs in the spaces provided are responsible for removing the signs at the end of the event.
- d. Signs may not be taped to Ferguson Student Center doors or around the Ferguson Student Center at any time.
- e. To request an exemption to the signage policy please contact the Director or designee at Ferguson Student Center Room 2602, or by calling 205-348-2827.

## **B. Reservation by User Type**

---

### **1. Annual Events-Priority Reservation System**

- a. In June of each year the Ferguson Student Center Reservations Office will begin accepting annual event reservations from registered student organizations and University departments for events taking place up to two (2) academic years out.
- b. University guests may make reservations for up to one (1) academic year out.
- c. Annual event reservations will be received on a priority basis before taking general reservations.
- d. Annual reservation priority order:
  - (1) University-wide annual events (Week of Welcome, University Days, Bama Bound, etc.)
  - (2) Registered student organizations and University departments (large annual events only e.g., Family Weekend, Chinese New Year, Greek Week, School of Music,

Theater Department)

- i. Exceptions are made for University Programs and other Student Life departments. Requests should be made to Ferguson Student Center Administration.

(3) University Guests (High School Groups, Conferences, etc.)

## 2. Student Organizations

- a. Registered student organizations in good standing with the The Source are eligible to reserve space. Only student officers and members of registered student organizations that have been Event Smart Certified are permitted to make reservations for Ferguson Student Center spaces.
  - (1) Student organizations that are awaiting approval from The Source can request temporary reservation approval for information tables and informational meetings through the Director of Student Involvement or designee.
- b. Student organizations are eligible to make series, individual meeting room, promotional (including information table), and solicitation reservations beginning April 15 for the upcoming academic year and are not to exceed ten (10) reservations per month (unless otherwise noted in this document).
  - (1) Additional reservations are allowed on the first day of each month for the following month.
  - (2) Series and individual meeting room reservations must be submitted via the [Online Booking System](#), with the exception of reservations for rooms within three (3) days of use. Any questions regarding the reservation process can be emailed to [reservation@sa.ua.edu](mailto:reservation@sa.ua.edu).
  - (3) All weekend room requests must be submitted by the end of day on the Wednesday before the weekend event will occur. Exceptions must be approved by the Ferguson Student Center Director or designee.
- c. Meeting rooms may be reserved by student organizations for the use of study space. Study room reservations will count towards the ten (10) allowed bookings per month.
  - (1) Study reservations cannot be longer than two (2) hours in length and are not allowed during the last two weeks of each semester.
  - (2) Study room reservations may be cancelled by Ferguson Student Center Administration if the student organization's study reservation limits Ferguson Student Center meeting room space. Every effort will be made to find other accommodations if meeting room reservations are cancelled.
- d. Before sponsoring a political event, the student organization representative must contact the Director of the Ferguson Student Center, Ferg 3500, or call 205-348-8232 to make an appointment.
- e. All student organization sponsored events hosted on-campus require an "Online Event Planning Form" to be submitted and approved prior to the event reservation being approved by the Ferguson Student Center.
  - (1) Student organization events that have submitted an "Online Event Planning Form" that have not yet been approved will be placed into a Hold-Pending Approval status to hold the space until the event registration process is completed.
  - (2) Please visit [The Source](#) to submit an "Online Event Planning Form" or contact The Source for additional information.
- f. Student Organizations may cancel event room reservations one month prior to the event date and not be charged. Events cancelled within 30 days of the event are responsible for the full room rental charge.

### **3. University Departments**

- a. University departments are eligible to reserve space.
- b. University departments are eligible to make series, individual meeting room, and information table reservations beginning May 1<sup>st</sup> for the upcoming academic year and are not to exceed ten (10) reservations per month (unless otherwise noted in this document).
  - (1) Additional reservations are allowed on the first day of each month for the following month.
  - (2) Series and individual meeting room reservations may be submitted via the [Web Booking System](#).
  - (3) Information table reservations must be made directly with the Ferguson Student Center Reservations Office.
- c. Meeting rooms may not be reserved by University departments for use as study space for classes unless approval is granted by the Ferguson Student Center Director or designee. If approved, study room reservations will count towards the ten (10) allowed bookings per month.
- d. Departments may cancel event room reservations one month prior to the event date and not be charged. Events cancelled within 30 days of the event are responsible for the full room rental charge.
- e. Meeting rooms in the Ferguson Student Center are not intended for classroom scheduling. Request for exemption to this policy should be made in writing to the Ferguson Student Center Director.

### **4. University Guests**

- a. Individuals, without University affiliation, and Non-University Organizations are eligible to reserve space. However, they must be sponsored by a university affiliated group (University department or registered student organization), complete a Facility Use Agreement and the External Client Sponsorship Request form, are subject to the guidelines in this manual, and pay a guest rate for use of the facilities.
- b. Persons who are guests at a function operated by the Ferguson Student Center may be limited in their use of the union to the venue accommodating the function, to which they have been invited, and other general public facility and service areas.

### **5. Challenging a Reservation in Hold Status**

- a. Tentative room reservations may be challenged by a group holding an event and in need of the room in question.
- b. At the time the tentative reservation is challenged, the group holding the tentative reservation must confirm the reservation by paying a non-refundable deposit, in accordance with the room rental fee structure, within seven (7) business days or release the space.
- c. If the room is released to the group issuing the challenge, they pay a non-refundable deposit, in accordance with the room rental fee structure, within seven (7) business days. See appendix page 14 for complete policy.

### **6. Co-Sponsorships**

- a. Student organizations or University departments making initial reservations are to be held as the responsible organization for the event.
- b. If a balance is not paid, the responsible organization will be required to pay those fees.
- c. Registered student organizations and University departments may not reserve space for other organizations for the purpose of lower rates or to extend limitations for reservations unless otherwise noted in this document.

- d. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event.
- e. The Ferguson Student Center reserves the right to evaluate and make final determination of appropriate rates for the reservation based on the above as well as determine whether misrepresentation has occurred.
- f. If intentional misrepresentation has occurred, this may result in the organization holding the reservation being charged the higher of the two rate structures. This also may result in suspension of reservation privileges in the Ferguson Student Center.

## ***C. Reservation Types & Locations***

---

### **1. Information Tables & Bake Sales**

- a. Information tables are provided so that registered student organizations and departments may make contact with students for the dissemination of information or to collect funds or other support (e.g., signatures, supplies) from persons outside its membership.
- b. University guests or other non-university vendors or companies are not allowed at the information tables. See appendix page 15 for complete policy.

### **2. Promotional Opportunities**

- a. The Ferguson Student Center provides three (3) reservable spaces for promotional purposes.
- b. These opportunities are for student organizations and University department's exclusive use and are subject to all Ferguson Student Center, University of Alabama, and Student Life operating policies.

#### **(1) Great Hall Terrace**

- a. Three (3) spaces are available on the Great Hall Entrance Terrace for registered student organizations and University departments to hang signs and/or banners for the purpose of promoting special events or activities occurring in the Ferguson Student Center.
- b. The available space is located on the fence on the Great Hall Entrance Terrace.
- c. See appendix page 17 for complete policy.

#### **(2) Plaza Terrace**

- a. Two (2) spaces are available on the West side of the Ferguson Student Center 2<sup>nd</sup> floor that looks out over the Plaza (Plaza Terrace) for registered student organizations and university departments to hang signs and/or banners for the purpose of promoting special events or activities occurring in the Ferguson Student Center.
- b. The available space is located on the banister on the Plaza Terrace.
- c. See appendix page 17 for complete policy.

#### **(3) Table Tents**

- a. Tabletop space is made available for announcements about University events and services.
- b. The display of informational material in the Ferguson Student Center should not be considered an endorsement by the Ferguson Student Center or The University of Alabama.
- c. Approval for table tents will be given to student organizations and University departments for promoting University sponsored events.
- d. See appendix page 18 for complete policy.

- (4) **Digital Display**
  - a. The Ferguson Student Center provides thirteen (13) digital display space opportunities.
  - b. The digital spaces are a designated public forum for registered student organizations and university departments.
  - c. The content does not express nor reflects the position of the Ferguson Student Center or The University of Alabama.
  - d. See appendix page 19 for complete policy.
- (5) **Chalking**
  - a. Chalking is not allowed in the Ferguson Student Center.
  - b. Please visit the chalking policy website for additional information on chalking on campus at [The Source Policies and Procedures](#).
- 3. **Public Space**
  - a. The following areas within the Ferguson Student Center are designated shared or public space and may not be reserved by student organizations, University departments or University guests without approval from Ferguson Student Center Director or designee:
    - (1) Great Hall
    - (2) Television seating areas
    - (3) Computer Labs
    - (4) Corridors excluding information and registration tables
    - (5) Lobby spaces
    - (6) Dining area
    - (7) The Source
- 4. **Outdoor Space**
  - a. The University of Alabama has several spaces for outdoor events available to student organizations, departments, and University guests.
    - (1) The Ferguson Student Center Plaza and Promenade outdoor spaces are reserved through the Ferguson Student Center Events office. These spaces require a Grounds Use Permit (GUP) form be approved.
  - b. The use of all outdoor spaces requires a Grounds Use Permit (GUP) form be approved.
  - c. University academic or administrative departments, faculty, and staff members should submit the GUP form found at the [Facilities and Grouds Use Permit Coordination](#) website.
  - d. For registered student organizations and students, the GUP form may be accessed at [The Source](#).
- 5. **Movies and other Copyrighted Materials**
  - a. In compliance with the Federal Copyright Act (Title 17 of the United State Code) regarding film and video piracy, anyone wishing to show a film or other copyrighted material in any Ferguson Student Center venue must first obtain a public performance license agreement.
  - b. Neither the rental nor the purchase of a videocassette, DVD or Blu-ray disc, nor the subscription to an online streaming service such as Netflix, carries the right to show it outside the home.
    - (1) Registered Student Organizations requesting to show a film or play copyrighted material in a Ferguson Student Center managed space must complete the Online Event Planning form found on The Source's website. The license must be submitted to the Ferguson Student Center Reservations office ten (10) calendar days prior to

the event date providing permission to show copyrighted materials in public settings. If the Online Event Planning form and license is not received the copyrighted material will not be permitted and/or the event may be cancelled at the customer's expense. Reservations for these events will not receive a confirmed status unless the Public Performance license has been approved.

- (2) University departments must obtain the license and be prepared to show it to Ferguson Student Center management the day of the event.
- (3) University guests must obtain the license and provide a copy to the Ferguson Student Center Reservations Office ten (10) calendar days prior to the event date.

#### 6. **Gambling - (including Raffle Tickets)**

- a. Any student found to have committed the following acts of misconduct is subject to the disciplinary sanctions outlined in the Code of Student Conduct:
  - (1) (11.a.) The operation of any form of gambling business or any activity sponsored by an organization (*identified as an approved University organization*) unless specifically approved by the Office of Student Life. Any student or group of students who accepts or manages a large number of wagers or who provides the mechanisms for wagering or for playing games of chance for profit will be presumed to be operating a gambling business.
- b. For this reason, Student Organizations are NOT to engage in any form of raffling, guessing, or game of chance for the purpose of fundraising in the Ferguson Student Center.
- c. University departments and guests may not conduct gaming on University property. This includes gambling where money is not being exchanged and rented gaming equipment from local rental vendors.

## **D. Event Planning**

---

### 1. **Room Set Up, Clean Up and Care of Facility**

- a. Ferguson Student Center meeting rooms, other than 2408, 3104, 3107, 3108, 3111, 3115 and Ballroom/Heritage Room have a standard set.
- b. Standard set rooms can be changed for a fee.
- c. All other event room set up arrangements must be made ten (10) business days prior to your event date.
- d. Room sets that require changing mid event will incur an additional fee.
- e. Tables, chairs, and limited amounts of other equipment come standard with most event rooms.
- f. See the Ferguson Student Center website at <http://ferguson.sa.ua.edu> for more details on room set up and equipment rental.

### 2. **Audio Visual & Equipment**

- a. Requests for tech/media services must be made ten (10) business days prior to the event date.
- b. Late requests may not be able to be accommodated and/or may result in additional fees.
- c. The Ferguson Student Center reserves the right, at its discretion, to require an AV tech at the customer's expense if the event necessitates one.
- d. Setup of all stage sets and program support equipment will be accomplished by or be under direct supervision of the Ferguson Student Center staff.
- e. Due to the potential damage and the increased depreciation cycle for mobile items,

the use or rental of Ferguson Student Center AV and Non-AV equipment or other furnishings is not allowed outside of facilities controlled by the Ferguson Student Center.

### 3. **Catering**

- a. The University of Alabama reviews the use of catering firms and has developed a list of caterers that meet certain requirements, and who operate within the terms of a licensing agreement.
- b. This license arrangement is not a guarantee of business, but is necessary to be eligible for consideration of any catered events at UA.
- c. With a growing concern of food borne illnesses, the University must take steps to ensure catering firms are taking appropriate steps to properly prepare, transport and serve food and beverages provided to students, faculty, staff and guests.
- d. In addition to food safety, the University requires all caterers provide evidence of insurance and the business licensure and health permits as required by law.
- e. Please visit the University's [Outside Vendor Catering Program](#) for a complete list of approved caterers
- f. Bama Dining has sole access to kitchen areas within the Ferguson Student Center.

### 4. **Alcohol Policy**

- a. Alcohol use on The University of Alabama campus is governed by The University's Alcohol Policy. Please visit [Alcohol Policy](#) for the complete UA Alcohol Policy.
- b. For any event at a University owned location approved under University policy for the use and consumption of alcohol where alcohol is provided in return for the giving of some consideration (e.g., cash bar, paying for a dinner ticket, donations made in return for drink tickets, fundraising events, etc.) the registrant must obtain a Special Event License from the Alcoholic Beverage Control Board through an approved caterer. This process can take up to 6-8 weeks so planning well in advance for this requirement will be necessary.
- c. To request approval to serve alcoholic beverages at events on campus, please visit the UA policies website referenced above to complete the Request to Serve Alcoholic Beverages at Events on Campus.
- d. All requests to serve alcoholic beverages in the Ferguson Student Center should be routed to the Vice President of Student Life, Box 870116.

### 5. **Event Personnel & Security**

- a. The sponsoring student organization, department or outside group should take adequate precautions for the security and safety of individuals in attendance.
- b. The sponsoring organization, department or outside group is responsible for booking all security and crowd control personnel who are necessary to protect the Premises from any property damage or acts of vandalism, and in order to provide adequate crowd control.
- c. As determined by UAPD and/or designees of the Division of Student Life, certain events may be required to have security present.
- d. The security vendor fees must be covered by the student organization, department or outside group and must be UAPD or an approved security vendor.
- e. The required number and type of security for the event will be determined based on the nature of said event and the number of individuals projected to be in attendance.
- f. Considerations like location, time, and date of event also factor into this equation.
- g. Other factors, which may be determined, are advertising, closed vs. open events, expected crowd size, money collection, risk assessment, and whether tickets have been sold, etc.

- h. The sponsoring student organization, department or outside group must ensure that only those individuals who are their guests are allowed to enter the Premises.
- i. All children shall be accompanied by an adequate number of supervising and responsible adults, and, if applicable, the sponsoring group must agree to comply with UA's Child Protection Policy.
- j. Only approved security vendors may be used as noted herein (<http://riskmanagement.ua.edu/security.html>).

**6. Insurance**

- a. Unless granted a specific exception by UA, sponsoring organizations must provide to UA a certificate of liability insurance from a carrier acceptable to UA with an A.M. Best rating of A - VII or higher, as evidence of insurance coverage for the use of the Premises and the Event.
- b. This insurance shall be primary coverage, and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity.
- c. The insurance must name The Board of Trustees of the University of Alabama, its agents, officers, and employees, as additional insureds. Insurance shall be in the following minimum amounts (Combined Single Limit): \$1,000,000.00 per occurrence and \$2,000,000 annual aggregate.
- d. Additional amounts may be required of sponsoring organizations based upon the circumstances.

**7. Indemnification**

- a. Customer using the Ferguson Student Center facilities agrees that neither the Board of Trustees of the University of Alabama nor Ferguson Student Center nor any of their employees, trustees, or representatives shall not be responsible for any loss or damage to Customer's property or injury to persons due to the negligent or intentional acts of Customer, of Customer's employees or agents, or of persons attending Customer's event. Customer agrees, at its sole cost, to indemnify and hold harmless The Board of Trustees of The University of Alabama, its affiliated foundations, and each of their respective trustees, directors, officers, employees and agents from and against any and all loss, damage or liability resulting from demands, claims, suits, or actions of any character presented or brought for any injuries, including death to persons for damages to property caused by or arising out of any negligent (including strict liability), wanton, reckless, or intentional act or omission of Customer or Customer's associates, including, but not limited to, acts of child or sexual abuse, or which otherwise arises out of, relates to, or is attributable to, Customer's use of the Ferguson Student Center and conduct of the event. This indemnity shall apply whether the same is caused by or arises out of the joint, concurrent, or contributory negligence of any person or entity. Further, Customer's indemnification obligations exists even if coverage for these items and/or the conduct from which they arise is excluded under any of Customer's policies of insurance or reinsurance or if coverage under these policies has been exhausted. The foregoing indemnity shall include, but not be limited to, court costs, attorney's fees, costs of investigation, costs of defense, settlements, and judgments associated with such demands, claims, suits or actions.
- b. In addition to Customer's indemnity obligations set forth above, Customer using a Ferguson Student Center facility agrees that it is solely responsible for any damage to Ferguson Student Center facilities or loss or damage to Ferguson Student Center

property or equipment caused by any negligent (including strict liability), wanton, or intentional act or omission of Customer or Customer's associates. Customer agrees to pay for all repairs, replacements, and cleaning that result from the improper use, neglect, vandalism, or abuse of the Ferguson Student Center facility or property, by Customer or Customer's associates. In the event of any such damage or loss Ferguson Student Center shall calculate the cost of repairing such damage, including labor charges, which may include overtime, or replacing property and present an invoice of said charges to the Customer. Customer agrees to pay to Ferguson Student Center upon demand, within seven (7) days after presentation of the invoice, the amount of repairing such damage or replacing the lost or unrepairable equipment or property.

- c. By using the Ferguson Student Center facility, the Customer also agrees to reimburse UA for any loss of revenues and/or expenses incurred when damage to the facility results in the cancellation, reduced attendance or relocation of future income generating activities.
- d. For University organizations and departments and registered student organizations, the damages assessed by the University will be deducted from the University Account number that the organization or department provides to the Ferguson Student Center.
- e. Individual faculty and staff members holding Events agree to be personally responsible for damages arising therefrom. In the event of damages, UA will provide the faculty or staff member with an invoice itemizing the amounts owed. If the faculty or staff member fails to pay the invoiced amount within seven (7) business days of it being issued, the invoiced amount will be satisfied by payroll deduction (including a lump sum deduction) and by any other method allowed by law.
- f. Individual students holding Events agree to be personally responsible for damages arising therefrom. In the event of damages, UA will provide the student with an invoice itemizing the amounts owed. If the student fails to pay the invoiced amount within seven (7) business days of it being issued, the invoiced amount will be charged to the Student's account (and, thereby, subject to the terms and conditions regarding unpaid student accounts). UA may also pursue collection of these amounts from a student by any other method allowed by law.

#### 8. **Additional Building Hours**

- a. Requests for use of Ferguson Student Center facilities beyond normal building hours require the approval of the Ferguson Student Center Director or designee.
- b. Additional building hour requests should be made at the time of reservation in the Ferguson Student Center Reservations office.
- c. Events planning on requesting additional building hours should submit their reservation request no later than twenty (20) business days prior to the requested event date.
- d. Events requesting additional building hours may incur additional fees.

#### 9. **Electrical Connect/Disconnect**

- a. Events with special electrical needs will need to arrange for an electrical connection at least ten (10) days prior to the event date.
- b. Additional electrical connections are available at the customer's expense.
- c. Please make these arrangements with the Ferguson Student Center Reservations Office.
- d. Events requiring a connection or disconnection outside of regular business hours off site may incur additional fees.

#### 10. **Decorations**

- a. The Ferguson Student Center has set forth guidelines for decorating within the Ferguson Student Center facility and event spaces.
- b. Any individual or group not following policy may lose reservation privileges and/or be charged a cleanup fee.
- c. See appendix page 16 for the complete decorations policy.

## **E. Fees**

---

1. **Facility Rates**
  - a. See Ferguson Student Center website at [www.ferguson.sa.ua.edu](http://www.ferguson.sa.ua.edu).
2. **AV/ Non-AV Equipment & Event/Tech Staff Rates**
  - a. See Ferguson Student Center website at [www.ferguson.sa.ua.edu](http://www.ferguson.sa.ua.edu).
3. **Cancellation and No Show Fees**
  - a. Student organizations cancelling events less than one month before their event date may be charged a late cancellation fee of \$200 or the full room rental, whichever is less.
  - b. University departments cancelling events less than one month before their event date may be charged a late cancellation fee of \$200 or the full room rental, whichever is less.
  - c. University guests cancelling rooms forfeit the full room rental fee. Reservations moved within the same academic year may be eligible to move room rental deposits to the new reservation.
  - d. The Ferguson Student Center Director or designee makes the final determination as to whether a room rental deposit may be moved to the new reservation.
4. **Additional Damage/Cleaning Fees**
  - a. Customers shall surrender possession of the Ferguson Student Center venue to the Ferguson Student Center at the conclusion of the event in good condition and repair.
  - b. Customer shall reimburse the Ferguson Student Center for any and all costs the Ferguson Student Center incurs to repair any damage to the venue or other property or equipment arising out of or in connection with the customer's use of the Ferguson Student Center venue.
  - c. Customers will also be charged a custodial fee for any post event cleaning that goes above and beyond the standard cleaning time.
5. **Overdue Invoices**
  - a. When a university department has not paid all event charges at the end of the fiscal year, a report will be provided to the Division of Financial Affairs-Budget Office for collection of those debts.
  - b. Further restrictions on the account may be placed on departments not paying in full for event activities within the fiscal year.
  - c. University guests that are 90 days or more overdue will be sent to collections.
  - d. Any user with a past due balance to the Ferguson Student Center will not be allowed to make any further reservations until the account is in good standing.

# Appendix

<b>CHALLENGING RESERVATIONS</b>	<b>16</b>
<b>INFORMATION TABLES &amp; BAKE SALES</b>	<b>17-18</b>
<b>DECORATING</b>	<b>19</b>
<b>Great Hall &amp; Plaza Terrace USE</b>	<b>20</b>
<b>TABLE TENTS</b>	<b>21</b>
<b>DIGITAL DISPLAY</b>	<b>22</b>

### **Challenging Reservations**

1. **Student organizations:** may issue challenges to customers holding rooms in tentative status. The challenged group has seven (7) business days to submit payment for the room(s) or the space is released to the group issuing the challenge. If the room is released, the student organization issuing the challenge is required to pay a non-refundable \$200 deposit or the full room rental if less than \$200 within five (5) business days. The Ferguson Student Center will not consider donation or sponsorship requests for rooms that are held by student organizations that are held after issuing a challenge.
2. **University departments:** may issue challenges to customers holding rooms in tentative status. The challenged group has seven (7) business days to submit payment for the room(s) or the space is released to the group issuing the challenge. If the room is released, the department issuing the challenge is required to pay a non-refundable deposit for the full room rental within five (5) business days. The Ferguson Student Center will not consider donation or sponsorship requests for rooms that have been reserved by departments after issuing a challenge.
3. **University guests:** may issue challenges to customers holding rooms in tentative status. The challenged group has seven (7) business days to submit payment for the room(s) or the space is released to the group issuing the challenge. If the room is released, the group issuing the challenge is required to pay a non-refundable deposit for the full room rental within five (5) business days. The Ferguson Student Center will not consider donation or sponsorship requests for rooms that have been reserved by university guests after issuing a challenge.

### **Information Tables & Bake Sales**

Information tables are provided so that registered student organizations and departments may make contact with students for the dissemination of information or to collect funds or other support (e.g., signatures, supplies) from persons outside its membership. University guests or other non-university vendors or companies are not allowed at the information.

Each organization maintaining a table in the Ferguson Student Center is responsible for requiring individuals to remain behind the table, providing a member in attendance at the table, and providing a printed banner or a printed block letter sign, no smaller than 8 1/2 x 11, with the student organization or department name.

1. All materials and literature must be contained to the table.
2. All tables must remain in designated areas and the use of extra tables will not be allowed without the permission of the Events Coordinator.
3. Ferguson Student Center Reservations Office reserves the right to deny approval to groups not following these guidelines.
4. In support of established health and safety guidelines, only packaged/prepared foods that do not require time and temperature controls may be distributed.
5. No food products for consumption may be sold (i.e. bake sales) except in the Ferguson Center as allowed by Environmental Health and Safety guidelines in the [Social Events Food Service Requirements](#).
6. All food items that are purchased to be distributed at a bake sale must be from an approved caterer listed on the [Risk Management Approved Caterer list](#).
7. All student organizations must register any fundraising events (including bake sales) through The Source.

### **Decorating**

1. Blue painters tape is the only approved method to attach decorations to walls, doors, ceilings, or woodwork. If any other means is used to attach decorations they will be removed. For the purpose of this policy directional or event advertisement signs are not considered decorations. Please see Directional Signage and Event Notification on page 3 for additional information.
2. Lightweight decorations (i.e., paper letters, balloons, leaflets, etc.) may be attached to stage curtains and backdrops with straight pins.
3. Open flames are not permitted in any event space in the Ferguson Student Center including candles and incense.
4. All decorations must be removed by the sponsoring group or organization at the end of the event. Ferguson Student Center staff will dispose of any decorations remaining after the event. Labor charges for clean-up will be assessed where applicable and will be the responsibility of the sponsoring organization.
5. Damage fees will be applied as necessary.
6. Sidewalk Chalk is not an approved decorating method.
7. All decorations must comply with local, state, and national fire regulations and may be subject to approval by local fire authorities.
8. All decorations must be approved in advance by the Ferguson Student Center Reservations Office.
9. All organizations are responsible for setting up their own free standing decorations as well as removing them at the end of the event.
10. The use of glitter or confetti is prohibited. Groups using glitter for decoration or making signs in any Ferguson Student Center space will be charged a cleaning fee.
11. Tacks, push pins, or staples are not allowed.
12. Ferguson Student Center Staff reserves the right to remove postings in violation of Ferguson Student Center Policy.
13. Fog and smoke machines are not allowed.
14. No realistic or replica firearms or weapons will be allowed within the Ferguson Student Center facilities.

### **Great Hall Terrace**

Three (3) spaces are available on the Great Hall Terrace for registered student organizations and university departments to hang signs and/or banners for the purpose of promoting special events or activities occurring in the Ferguson Student Center.

### **Plaza Terrace**

Two (2) spaces are available on the West side of the Ferguson Student Center 2<sup>nd</sup> floor that looks out over the Plaza (Plaza Terrace) for registered student organizations and university departments to hang signs and/or banners for the purpose of promoting special events or activities occurring in the Ferguson Student Center. The available space is located on the banister on the Plaza Terrace.

1. Ferguson Student Center Reservations Office, Ferg 2602, must review all banners before they may be hung on the Great Hall Terrace. All signs/banners will:
  - a. Identify the sponsoring organization/department by name
  - b. Indicate the name and date of the event or activity being promoted
  - c. Not be posted for more than five (5) consecutive days
  - d. Be limited to promotion of approved University events in the Ferguson Student Center only
  - e. Not exceed eight (8) feet long by four (4) feet high in size
  - f. Not hang other decorative items (streamers, balloons, etc.) to the fence or banner without prior approval
  - g. Not contain sponsoring corporations logos or names
  - h. Will be attached to the fence with string or plastic zip ties
2. If spaces are not occupied within two (2) hours of the reservation time, they will be forfeited. Forfeited space will be allocated on a first-come, first-serve basis.
3. All signs and banners must remain in the designated areas of the Great Hall Terrace. The use of extra spaces will not be allowed without the permission of the Ferguson Student Center Director or designee. Reservations do not guarantee a specific location on the fence. Space on the fence is determined on a first-come, first-service basis. Signs and banners are not allowed on other campus fences.
4. The Ferguson Student Center reserves the right to remove signs and banners from the fence and cancel future reservations of groups not following these guidelines.

## **Table Tents**

Tabletop space is made available for announcements about university events and services. The display of informational material in the Ferguson Student Center should not be considered an endorsement by the Ferguson Student Center or The University of Alabama. Approval for table tents will be given to student organizations and university departments for promoting university sponsored events.

1. Table tents must be strictly informational (for example publicizing events, meetings or programs). Table tents expressing specific opinions or beliefs will not be approved.
2. All materials distributed at the Ferguson Student Center must be approved by Ferguson Student Center Reservations Office.
3. Table space may be reserved six (6) days per month.
  - a. The maximum allowable size is 5 inches by 4 inches. Table tents may be two, three, or four-sided and must be printed on cardstock.
  - b. Only one (1) table tent will be displayed per table in any designated area at one time.
  - c. Ferguson Student Center staff will remove and recycle all table tents at the end of their reservation.
4. A finished table tent must be provided to Ferguson Student Center Reservations before final approval is given.
5. It is the responsibility of the sponsoring organization to place the table tents on the tables in the designated area.
  - a. To maintain necessary sanitary conditions, Ferguson Student Center staff will dispose of table tents as they become stained or dirty.
  - b. Organizations may replace table tents each day throughout the reservation.
6. Ferguson Student Center reserves the right to cancel existing reservations and deny approval of future requests to groups not following these guidelines.
7. Table tents are permitted as follows:

<b><u>Location</u></b>	<b><u>Number of Tents</u></b>
TV Lounge	30
Great Hall	12
Blackburn Entrance	2
Ballroom Lounge	2
3 <sup>rd</sup> Floor Atrium Lounge	10
CSL Lounge	2
Bama Dining	290
<b>Total</b>	<b>348</b>

\*Private dining and meeting rooms are not included

### **Digital Display**

The Ferguson Student Center provides thirteen (13) digital display space opportunities. The digital spaces are a designated public forum for registered student organizations and university departments. The content does not express nor reflects the position of the Ferguson Student Center or The University of Alabama.

The University firmly believes in free speech, free expression and the right to dissent. However, every right carries a corresponding obligation or duty. The University hopes that displays will generate enough discussion within the community to increase sensitivity toward issues of diversity and human rights thus facilitating the University's obligation to protect both the free speech and human rights of its various constituencies.

In the event of controversies resulting from the contents in a display space, the Ferguson Student Center Reservations Office will attempt to arrange a meeting of those organizations involved in order to facilitate an exchange of ideas of diverse vantage points and a better understanding of the ideology or message of the display. If requested and if space permits, the Ferguson Student Center Reservations Office will offer an equal opportunity to the protesting organization to use a display space to present their viewpoint and will be reserved at the first available time.

1. Display reservations are allowed for three (3) weeks per semester and can be in consecutive or weekly increments, based on individual organization's needs.
  - a. Slide Specifications: It is recommended professional design software (e.g. Adobe Illustrator, Photoshop) be used to create artwork for digital displays.
    - Final artwork dimensions must be 1280 x 720 pixels
    - Artwork file type should be JPG
  - b. Displays will run from Monday to Sunday for those choosing to split reservations into separate weeks. Those failing to meet this deadline will forfeit their reservation.
  - c. Additional display space may be reserved on a first come first serve basis the first day of the month for the following month (i.e. September 1<sup>st</sup> for October).
2. Digital display requests can be submitted at [Digital Display Request](#).