

Title: Room Rentals at Vanderbilt School of Nursing

Review Responsibility: Pamela Jeffries, Dean
Dean's Executive Committee

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Revision Date(s):

POLICY:**Guidelines for Reserving Space at Vanderbilt School of Nursing (VUSN)****Reservation Requests**

- VUSN has the authority to coordinate the use of meeting and event space within the School of Nursing buildings. All University requests for the use of facilities are to be submitted to VUSN Rentals – yusnrentals@vanderbilt.edu.
- Reservations can be made after each semester's classroom schedule has been finalized:
 - Spring Reservations can be made around December 1st
 - Summer Reservations can be made around April 1st
 - Fall Reservations can be made around August 1st
- Reservations must be made at least 14 days in advance of event.
- Student Organization requests for space must be made by designated officers associated with the requesting organization, with approval of faculty sponsor.
- VUSN Rentals can assist with reserving academic spaces. These spaces can be reserved up to one year in advance but will remain in tentative status until the Registrar's office has finalized the class schedule each semester.

Reservation Priority

- VUSN facilities are reserved in the order in which requests are received. Consideration will be given to the size of the group, type of set-up needed, and space available. VUSN reserves the right to assign, and if necessary, reassign facilities to assure the maximum and most appropriate use of space.

Confirming a Reservation

- All reservations should be confirmed and paid in full at least 7 days in advance to the event. Failure to confirm and pay for reservation within 7 days may lead to the space for the meeting or event being canceled.

Guidelines for Meetings and Events

General Guidelines

- All groups using VUSN spaces shall obey all published University policies, regulations and guidelines, as well as all local, state and federal laws. Violations of these procedures by the group may result in the loss of future reservations where specific violations occurred or in all the VUSN facilities.

Arrangements

- After a room has been reserved, food & beverage service, audio-visual requests, and other arrangements may be made.

Room Configurations

- The event organizer is required to coordinate all event set-ups and tear downs. All room re-configurations or specific room set-ups should be cleared with VUSN Rentals in advance of the requested event. Please provide room re-configurations/set-ups at least seven (7) days in advance of the event.
- VUSN will coordinate all housekeeping.

Audio-Visual

- All VUSN rooms have in-house AV equipment. Arrangements for the use of AV equipment must be finalized two (2) weeks prior to events and meetings. Groups are not allowed to bring in AV equipment VUSN already has in-house. Please contact VUSN Rentals (VUSNRentals@vanderbilt.edu) for more information on what AV equipment is available.
 - If using VUSN's AV equipment, the customer must visit the physical space at least seven (7) days prior to the first day of the event, in order ensure the feasibility and compatibility of the request.
- Sound Amplification equipment may not be used except in specified areas. All exceptions must be approved by VUSN Rentals or their designee. Sound amplification may require a technician.

Security

- VUSN reserves the right to require fire, police, or other security personnel for events in or on the premises of VUSN. The need shall be determined based on the time, place, and type of event. Security personnel may also be provided at the request of the sponsoring organization. Events requiring security coverage will not be permitted if adequate security is unavailable. The group sponsoring the event is responsible for all applicable security charges. No security may be provided from agencies outside of the Vanderbilt University Police Department or their designee.

Advertising Events

- Advertising for university and non-university events prior to an event confirmation is prohibited and may result in denial of the request to use VUSN space.

Vendors

- VUSN Rentals reserves the right to approve all outside vendors for event support. Please consult with your event manager prior to contracting with any outside vendor.

Animals

- Only service animals – guide dogs, signal dogs, or other animals individually trained to provide assistance to a person with a disability – and law enforcement animals are permitted at VUSN. VUSN Rentals or their designee must approve animals requested for presence in meetings and events.

Capacity

- At any scheduled event where fire capacity is exceeded the group shall be required to take immediate measures to become compliant or the event may be suspended or closed down.

Emergencies

- In the event of an emergency during an event, VUSN will follow the proper procedures outlined in the Vanderbilt Emergency Operation Plan. All building occupants are expected to follow all instructions given to them by the VUSN staff.

Accountability

- The group sponsoring a meeting or event at VUSN may determine the participants at the meeting or event. The group is held accountable for the actions of the participants while in VUSN. Customers must be in compliance with all applicable federal, state and local laws, as amended, including 41 CFR 60-1.4, 41 CFR 60-250.4 and 41 CFR 60-741.4, with respect to nondiscrimination in employment on the basis of race, religion, color,

national origin or sex, equal opportunity, affirmative action, employment of disabled veterans and veterans of the Vietnam era, and employment of the handicapped.

- Vanderbilt University reserves the absolute right to refuse any request for the use of campus space or facilities that, in the university's sole discretion, is either inconsistent with the mission of the university or that may present potential or actual adverse logistic or administrative conditions including, but not limited to, any safety and security concern.
- The right of refusal for the use of campus space or facilities includes the cancellation of a confirmed event due to any potential or actual safety and security concern for the Vanderbilt University community.

Food, Beverage & Alcohol Service

General Guidelines

- After the appropriate facility has been reserved, food, beverage and alcohol arrangements may be made. All food, beverage and alcohol arrangements are the responsibility of the group reserving the space.

Preferred Caterer

- Events hosted by University Departments at VUSN are required to request a quote from [Vanderbilt Catering](#). If your group's needs cannot be met by Vanderbilt Catering an alternate caterer can be used from our approved catering list ([link to list of approved caterers](#)). We also require that all catering setups and needs be discussed in advance with your event manager and caterer.

Alcoholic Beverages

- Alcoholic beverages are permitted in VUSN upon approval from VUSN Rentals. No bring your own beverage (BYOB) events are allowed. Food, snacks, and non-alcoholic beverages must be provided in sufficient variety and quantity and in a manner commensurate with the availability of alcoholic beverages. All alcohol arrangements are the responsibility of the group renting the space.
- In order to serve alcohol a caterer must use licensed bartenders. All alcoholic vendors must have liability insurance. Proof of license and insurance must be provided upon request.
- University Departments requesting to serve alcohol must be made at least three (3) weeks in advance of the event. Requests to serve alcohol must be submitted to VUSN Rentals or their designee.
- Undergraduate student organizations may not serve alcoholic beverages except with the authorization of the Dean of Students or the Dean's designee. All undergraduate student organization events that request to serve alcohol must register the event through the

Special Event Registration process and attend Host Responsibility Training. For more information regarding alcohol and undergraduate students and organizations please consult the Student Handbook.

- Graduate and professional student organizations may serve alcoholic beverages with the authorization of the relevant school's dean. All graduate and professional student organization events that request to serve alcohol must register the event through the Special Event Registration process and attend Host Responsibility Training. If an undergraduate student organization cosponsors an event with a graduate or professional organization, or if undergraduates are invited or present at an event, the policies governing undergraduate events must be followed. For more information regarding alcohol and graduate and professional student organizations please consult the Student Handbook.

Decorations, Exhibits and Displays

This section covers the policies and procedures related to decorations, exhibits and displays as they relate to meetings and events.

Timeline

- Decorating and posting limitations must be discussed and approved with VUSN Rentals two (2) weeks prior to an event.

Limitations

- No tape, glue, tacks or nails are permitted on the walls, doors, floors, ceilings, glass, woodwork, draperies, moveable walls, or any painted surface of any of the VUSN facilities. Groups that cause damage to any of these surfaces by taping or adhering will be held responsible for the cost of the repair.
- Decorations, exhibits, or displays must not block or obstruct doorways, hallways, corridors, staircases and fire exits.
- Light bulbs may not be placed where heat from the bulbs might create a fire hazard. Approval for special effects equipment (such as smoke, fog and fire machines, sparklers, etc.) is by VUSN Rentals or their designee.
- Banners and displays (including centerpieces) made with flammable materials may be used only where no danger of fire exists, as determined by VUSN Rentals.
- Candles are not permitted at VUSN.
- Restricted materials include hay, sand weights, confetti, rice, powder, glitter, or similar materials. Groups will be assessed a fee for any extensive clean-up.
- Any use of fireworks, including sparklers, will require a permit through Metro. The permit must go through a licensed pyro company to be approved. A minimum 4 weeks' notice must be given.

Set-Up/Removal

- Groups utilizing decorations, exhibits or displays must arrange for labor to set-up and remove the materials (when applicable).
- Decorations, exhibits and displays must be removed immediately following the event or activity, unless other arrangements have been approved by VUSN Rentals. Disposal of unwanted materials is the responsibility of the group and additional fees will be assessed for extensive clean-up.

Lost or Stolen Items

- VUSN will not be held responsible for the loss of any materials, displays, gifts, favors or other items left in any of the VUSN facilities.

Special Needs/Requests

- Any special needs or requests for decorations, exhibits or displays beyond the scope of this policy must be approved by VUSN Rentals.

Billings and Cancellations

Financial Responsibility

- The group reserving VUSN space will be held financially responsible for any charges related to the meeting or event scheduled, including any special clean-up, maintenance, or repair, resulting from a meeting, event or activity.

Meeting & Event Charges

- All meeting and event charges are processed through VUSN. All payments are charged the month the meeting or event occurs.

Event Quotes

- For large scale events it is recommended that organizations and departments get a quote from VUSN Rentals. All quotes are estimates only and charges may change based on event needs.

Cancellations

- If circumstances arise that a meeting or event will not be taking place, please follow the prescribed cancellation policy based on the type of reservation. By canceling, the space will then be available for use by another group. By canceling a reservation, groups may

still be responsible for charges related to the meeting or event. All cancellations should be communicated to VUSN Rentals.

- Meetings (reservations for meeting spaces) that are to be canceled should be received at least 24 business hours in advance of the scheduled meeting.
- In the unlikely event that the client decides to cancel, or date change this event, the following charges will apply:
 - 100% of the room fee within 14 calendar days of the event date
- Failure to observe the cancellation deadlines will result in charges for services associated with the reservation (housekeeping, setup, production services, rentals, etc.).

No Shows

- If a group reserves a space but does not show up for the meeting or event, the full invoice will be charged, and additional penalties may be assessed.

Facility Guidelines

Access

- VUSN is intended for the use of student, faculty, staff, guests of the University and participants in authorized on-campus activities.

Smoke Free

- Vanderbilt University is a smoke-free campus. Smoking is prohibited in all buildings on campus, including VUSN, and on the grounds of the campus with the exception of designated outdoor smoking areas.

Emergencies

- In the event of an emergency the VUSN staff will alert you and direct you to safety.
- Departmental Emergency Operation Plans (EOPs) are maintained by VUSN and the VUPD Campus Emergency Preparedness Office. The plan's primary purpose is to establish response procedures in conjunction with the Campus Emergency Preparedness program that mitigate danger and protect the safety and well-being of students, faculty, staff, and visitors in the event that an emergency occurs at Vanderbilt University.
 - Copies of the VUSN EOP are available upon request.

Lost and Found

- VUSN is not responsible for any lost, stolen or damaged property belonging to guests of the facilities. All items found at VUSN will be held for one month. After this time items will be discarded or donated.

Animals

- Only service animals – guide dogs, signal dogs, or other animals individually trained to provide assistance to a person with a disability – and law enforcement animals are permitted in any of the VUSN buildings.

Recreational Equipment

- The use of bicycles, skates, skateboards and other wheeled recreational equipment are prohibited in VUSN. In addition, they should not be operated near entrances of buildings, on steps or walls adjoining buildings, or so that they impede foot traffic along walkways. The owner may carry these objects through VUSN, with the exception of bicycles (must be left outside and secured to designated bike racks). Please do not secure bikes to railings along stairs or accessible ramps.

Parking

Event Parking

- No parking in VUSN circle drive except for loading/unloading.
- Parking is available on campus for events. In most cases charges will apply. The fees associated with parking will depend on the location and time of the event as well as the number of parking spaces requested. For more information on event parking please contact your event manager. Please note that reserved parking is not guaranteed Monday – Friday before 6:00 PM.

Visitor Parking

- Visitor parking is available throughout campus. For more information on the location of visitor parking please click [here](#).

Handicap Parking

- Handicap parking is available throughout campus. A visitor with a state-issued handicap placard may park in any metered space on campus for free. If you have additional questions about parking for a special needs visitor, please contact the office of Parking Services at 615-322-2554. If you would like to reserve handicap parking for an event, please contact your event manager.

EV Parking

- EV charging stations are available throughout campus. Please view this [map](#) for specific locations and details.

Timeline of Key Steps

At Least Two (2) Weeks Prior to Event:

- Reservation must be made at least 14 days prior to event
- Arrangement for use of VUSN's AV equipment must be finalized
- Planned decorations and/or postings must be approved

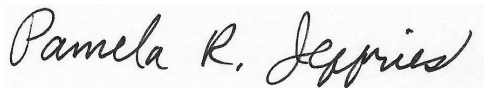
7 Days Prior to Event:

- Reservation should be confirmed and paid in full
- Room re-configurations/set-ups should be approved
- On-Site AV walkthrough completed

Reference Policies

- [Animals on Campus](#)
- [Candles, Open Flames & Fragrance Policy](#)
- [Wall Hangings, Permanent or Temporary](#)
- [Smoking, tobacco and e-Cigarette Use](#)

Approval:



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