

## Winston-Salem State University

### Conferences & Institutes - Rates & Policies

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#### Rates and Fees

<b>Facility</b>	<b>Rental/Fees</b>
Kenneth R. Williams	\$1300.00 per day
Dillard Auditorium	\$ 400.00 per day
McNeil Banquet Hall	\$ 650.00 per day
Main Dining Room	\$ 350.00 per day
Chancellor's Private Dining Room	\$ 150.00 per day
K.R. Williams Green Room	\$ 150.00 per day
Bowman Gray Field House Hospitality Suite	\$ 375.00 per day
Java City	\$ 150.00 per day

#### Personnel

Event Attendant	\$ 15.00 per hour (minimum of 4 hours)
Housekeeper	\$ 15.00 per hour (minimum of 4 hours)
Police Officers	\$ 35.00 per hour (minimum of 4 hours)
Stagehands	\$ 10.00 per hour (minimum of 4 hours)
Ushers	\$ 10.00 per hour (minimum of 4 hours)
Ticket Sellers/Ticket Takers	\$ 10.00 per hour (minimum of 4 hours)

#### Alcoholic Beverages

ABC Permit	\$ 50.00
Portable bar	\$ 50.00

#### Equipment

Laptop	\$ 25.00
Laptop/projector/screen	\$ 25.00
Projector (overhead, slide, movie)	\$ 25.00
Large Screen (rear and Front projection)	\$ 125.00
Tri-pod screen	\$ 25.00
Microphone	\$ 15.00 (over 1)
Cordless microphone	\$ 60.00
Dance Floor	\$ 150.00
Risers/Stage	\$ 150.00
Easel	\$ 8.00
Flip chart/with markers	\$ 12.00
Teleconferencing	\$ 35.00 set-up fee

## Policy

The Anderson Conference Center and K.R. Williams Auditorium are available for use by the University's internal constituencies, which include students, faculty, staff, alumni and invited guests as well as external groups that host events. These facilities exist as an extension of the University's educational mission of classroom instruction, research, student development (including social, cultural and curricular educational enrichment) and public service.

The Reservations Office in the Anderson Conference Center is responsible for the coordination of all meeting facilities within the Center, K.R. Williams Auditorium, Whitaker Gym, Gaines Gym and the Bowman Gray Hospitality Suite. The office, which is located in the Department of Conferences and Institutes, is on the ground floor in the lobby of the Anderson Conference Center. Office hours are Monday through Friday, 8:00am until 5:00pm.

**University Affiliation** is defined as the registration process for student organizations, which provides a student organization with access to privileges afforded only to affiliated organizations. One of the privileges is the use of University facilities. **ALL STUDENT ORGANIZATION REHEARSALS AND PROGRAMS REQUIRE THE ATTENDANCE OF THE STUDENT GROUP ADVISOR FOR THE DURATION OF THE EVENT.** University Departments include a department or school of the University, an academic or administrative unit, or a faculty or staff organization. The staff of the Anderson Center, to enrich its student programs when such organizations wish to sponsor programs, will extend every measure of cooperation and assistance. Subject to schedule, policies, procedures and priorities, space may not be available when a major campus-wide activity or function is being planned. Any special arrangements for the event (i.e. any room resets, A/V equipment, tables, extra chairs, decorations, etc.) should be requested at time of reservation. **The space request will not be confirmed until ALL details have been provided and approved in writing.** If necessary detail is not provided by the assigned deadline, the reservation will be canceled and the space may be assigned to another group. While no room rental fee is charged to student organizations or departments, fees may be assessed for the following:

- Special room arrangements other than for standard set-up
- Wages for additional personnel required because of or for the function
- Housekeeping charges as deemed necessary by management
- University Police (determined by Campus Police Department)
- Failure to cancel a meeting or event at least thirty (30) business days in advance if the function cannot be held as scheduled (charges will also be assessed for any special set ups that were completed prior to receipt of the cancellation notice)
- Early opening and late closing of the facility (before 8:00am; after 5:00pm; and weekends)
- Failure to comply with the University, State and local policies and regulations
- Failure to leave the facility clean and in its original order
- Damage or loss of property or equipment while under control of the sponsoring organization

## USE OF ANDERSON CONFERENCE CENTER BY EXTERNAL CLIENTS AND ORGANIZATIONS

External clients are charged fees for room rental, equipment (i.e. projector, laptop, dance floor, staging) and personnel. Additional fees may also be assessed depending on the type of event or program.

### PRIORITY OF USE

Requests to use the Anderson Conference Center meeting areas should be submitted as far in advance as possible. Scheduling will be arranged on a first-come, first-served basis. In the case of a scheduling conflict, priority will be given to university-related activities.

### GENERAL INFORMATION

1. Reservations can be made by calling the Office of Conferences and Institutes and completing the room request form. The office will make every effort to respond to your request within two (2) business days.
2. Your reservation has not been approved until you have received a confirmation notice and contract from the Reservations Office. It is not advisable that you begin advertising your event until you have received this notice. All Student Organizations must obtain all required signatures (Advisor, Dean of Student Activities, Vice Chancellor for Student Affairs and Campus Police, as needed). All student organizations will be allowed one rehearsal per week. All departmental functions must obtain the signature of the Department Chair/Dean.
3. Anderson Conference Center facilities may be reserved during regularly scheduled hours. **Use of the facilities outside of these hours will result in a four-hour minimum fee of \$15 per hour (event attendant, technician and housekeeping fee) for Student Organizations and Academic / Administrative units, and \$35.00 per hour for University Police. This fee is in addition to other charges that may be applicable.** This fee is not pro-rated.
4. The reserved spaces are available approximately one hour before the meeting or event unless other arrangements are made with the Office of Conferences and Institutes. It is essential that all meetings / events terminate at the appointed times to facilitate the next meeting / event.
5. All meeting spaces are locked when not in use to protect the equipment that you have requested and to keep other groups from using the space that you have reserved. In order to gain access to the meeting space that you have reserved, you should check in at the Anderson Conference Center Information Desk located on the ground floor.

6. The Reservations Office must be notified of any room cancellation. **Note: Failure to report a cancellation may result in charges or possible loss of Anderson Conference Center privileges.**
7. All programs should be conducted in such a manner as not to produce excessive noise that may be disruptive to others.
8. Setup and equipment needs should be included when making the reservation. Equipment should be ordered a minimum of two (2) weeks in advance in order to avoid a late fee and to assure availability. **LAST MINUTE REQUESTS FOR EQUIPMENT MAY NOT BE HONORED.**
9. Storage space for materials after your event has ended is not available. The Anderson Conference Center will not be responsible for any materials or equipment left in the building overnight, during breaks or after events. Any items left will be discarded.
10. Anderson Conference Center employees must move the furniture and equipment. Fees will be assessed of the client for any damages to WSSU property during rental, rehearsal or associated activities caused. The client of record is responsible for any and all damages as a result of actions, actual or alleged by outside vendors, suppliers or guests invited by the client. The university, its staff or agents are not liable in any way for the success of the event or the action of any contractors, guests or referrals.
11. All decorations must be approved by Conferences and Institutes in advance and preferably at the time of the reservation. The use of any combustible materials, including (among others) crepe paper, streamers, leaves, trees, moss, hay, straw, etc., is prohibited. Decorations may not be attached in any manner to walls, drapes, furnishings, doors or windows. Glitter and confetti may not be utilized in decorating.  
  
Items may not be stapled, nailed, tacked, pinned or glued. Only drafting or painters tape or other non-destructive sticking materials may be used. Candles must be approved by the Catering Department. In cases where decorations must be located in high places and a lift must be used to accomplish this; the Reservationist will contact Physical Plant for proper installation and removal.
12. Permission to serve beer, wine, champagne, or spirituous liquor on a per-event basis requires an alcohol permit. Cash bars are not permitted. All alcohol must be brought into the Conference Center prior to the event and immediately given to the Catering staff. Any alcohol left after the event on the premises will be discarded. A Police Officer will be required whenever alcohol is served.
13. Functions must be carefully monitored to ensure that no one under 21 years of age and that no one already intoxicated is served an alcoholic beverage. All of the above conditions are subject to further scrutiny or clarification by the Alcoholic Beverage Control Commission.
14. The Anderson Conference Center is not responsible for any losses or injuries suffered by any person as a result of a room reservation and / or activities sponsored by the reserving organization. These incidents should be reported to the staff of

Conferences and Institutes located on the ground floor of the Anderson Conference Center.

15. The Anderson Conference Center is a smoke-free area. Any use of fire producing articles, i.e. incense, matches, etc. is prohibited.
16. Use of firearms, illegal drugs and illegal gambling devices are not permitted at any time within the building or on the campus of Winston-Salem State University.
17. It is expected that outstanding balances will be settled in a timely manner. Balances that are delinquent may result in a cancellation of current reservations and a loss of reserving privileges for future reservations.
18. Violations of the Anderson Conference Center policies may result in the loss of Anderson Conference Center privileges, or charges or both, whichever is appropriate.