

**Hood Theological Seminary
The Aymer Center
Building 600
&
Other Seminary Facilities
1810 Lutheran Synod Drive
Salisbury, NC 28144**

FACILITIES USE POLICIES & PROCEDURES

The Aymer Center and Hood Theological Seminary facilities are available to the members of the Seminary community and to the community at large pursuant to the following policies and procedures:

1. Making a Reservation. The Aymer Center and other facilities need to be reserved in advance of your occasion. To make a reservation, please contact:

Ms. Phyllis Wells, Director of Auxiliary Services
704 636-6823
pwells@hoodseminary.edu

2. Request for Event Use. Complete an *Event Reservation Contract*. This must be completed and returned with any applicable fees to the Director of Auxiliary Services before a reservation can be confirmed. The Director can provide the form via email or it can be obtained at the Seminary offices or on the website (www.hoodseminary.edu).

3. Reservation Priorities. Reservations are accepted based upon the timeliness of the reservation and the purpose of the reservation as follows:

- a) Timeliness – Reservations should be made at least four (4) weeks in advance.
 - b) Purpose – Priority to an event shall be given in the following order:
 - 1st – Seminary related events/activities
 - 2nd – Seminary members doing ministry activities
 - 3rd – Non seminary members doing ministry activities
 - 4th – Seminary members doing personal activities*
 - 5th – Non seminary members doing personal activities*
- *Personal activities must be consistent with the values and beliefs of HTS.

4. Availability of Battle Conference Room, Seminary Classrooms, Chapel and Resident Halls for Rent. Not all classrooms and resident halls or the Chapel will be available for any given event and shall be rented out on a case-by-case basis. Please discuss availability with the Director of Auxiliary Services. The Board of Trustees shall make any final determinations as necessary.

5. Set-Up and Clean-Up. The person or group making the reservation (the “Reserving Party”) must inform the Director of Auxiliary Services of the desired set up of tables and chairs in the Aymer Center and/or area/room(s) no less than two weeks in advance of the event. The Reserving Party is responsible for removing all evidence of their event from the Aymer Center and surrounding areas by that evening or by a time agreed upon with Director of Auxiliary Services.

6. Food Preparation Area. Divine Appétit Company has exclusive catering rights for the Aymer Center catering. A separate contract for food service must be arranged with Divine Appétit. Contact: D'Andrea J. Lawson at 980-833-2450 or email chew@divineappetitco.com. Their website is: www.divineappetitco.com

7. Decorations. Any decoration of the Aymer Center or meeting rooms/areas that would cause damage, such as tape on painted walls, nails on walls/posts, etc., is not permitted. Set up and decorations must be approved by the Director of Auxiliary Services.

8. Responsibility for Injury and/or Damage. The Reserving Party shall be responsible for any and all injuries to persons and/or damage to real or personal property owned and/or maintained by the Seminary which is caused, either directly or indirectly, by the acts or omissions of the Reserving Party, the Reserving Party's agents, the attendees of the event and/or any other person associated with the event. This shall apply to facilities use not related to HTS events or activities. HTS shall be named as an additional insured under any applicable policies as a condition of use and/or whether proof of insurance shall be required.

9. Cancellation of Reservation. Notification of a change to or cancellation of the Reservation needs to be made as soon as possible by the Reserving Party to the Director of Auxiliary Services. Cancellation is subject to forfeiture of the Security Deposit pursuant to the Fee Schedule listed after item #25 on page 4 and on the *Event Reservation Contract*.

Force Majeure – Hood Theological Seminary may cancel your booking and does not accept any liability for any failure to provide any part of your booking as a result of circumstances beyond its reasonable control e.g. as a result of hurricanes, tornadoes, wind storms, ice, hail, floods, earthquakes, and any other acts of God; governmental declarations of natural disasters, riot, martial law, civil insurrection, acts of terrorism or any other unforeseeable or catastrophic event.

10. Long-Term Use of Facilities. Long-term use of the Aymer Center and/or meeting rooms by an unaffiliated seminary group shall require advance approval. "Long-term" shall be defined as regularly scheduled use for a period exceeding three (3) months.

11. Use of Restrooms. ADA compliant restrooms are available in the Aymer Center and in close proximity to most classrooms and other Seminary meeting spaces.

12. Parking. HTS parking spots are available for events reserved through this process. However, if the event is during school hours, the Director of Auxiliary Services will have security designate a certain area/areas for event guest parking. Security will assist with handicap parking information.

13. Smoking on Premises. Smoking is prohibited on HTS premises.

14. Conduct of Guests. Appropriate behavior by all event guests or other visitors related to the event is expected at all times during the use of the HTS facilities. The Reserving Party must arrange with the Director of Auxiliary Services for campus security services during the event as outlined in the *Event Reservation Contract*.

15. Political Use. Use of the HTS facilities for political purposes (promoting a particular party or issue) is prohibited in accordance with IRS policy.

16. Outdoor Sound Amplification. Electronic amplification must be approved by Director of Auxiliary Services and may not be used after 12:00 a.m. in any outdoor areas including the patio. Compliance with The city of Salisbury Sound Ordinance is the responsibility of the Reserving Party.

17. Audio/Video Usage. Arrangements for video or slide projection in the Aymer Center need to be discussed in advance with the Director of Auxiliary Services. If a sound technician is required in the Center, only a HTS approved technician may provide this service and would be done so at the expense of the Reserving Party.

Unauthorized installation of additional A/V is expressly forbidden. If additional A/V equipment or software is needed, please contact the Director of Auxiliary Services no less than 72 hours prior to your event to determine if accommodations can be made. Reserving Party is responsible for scheduling a time to meet with a HTS representative to review the system set-up no less than 12 hours prior to the event and must provide media to HTS to ensure compatibility with system requirements no less than 24 hours prior to the event.

18. The following are strictly prohibited, but not limited to, inside and outside the building:

- Alcoholic beverages
- Illegal drugs, gambling, vulgar language or solicitation
- Weapons
- Animals, except those serving the needs of handicapped persons and those approved by the Seminary
- No decoration/signage may be attached to the interior or exterior of the building including walls, windows, floors, ceiling, doors, door frames or tables
- Birdseed and rice
- Open flame candles
- Fireworks

19. Closing Up at the End of the Event. The Reserving Party shall make the determination as to whether they are the last people to leave the premises and inform the security officers on duty and the Event Resource Assistant.

20. Weddings, rehearsals & associated gatherings: All couples, Seminary members or non-seminary members, shall be required to work with the Director of Auxiliary Services.

21. Memorial Services: All HTS members or non-members shall be required to work with the Director of Auxiliary Services specifically in regard to scheduling and the needs for a memorial service. There shall be no fees charged for a memorial service for members of the HTS community; however, donations are accepted.

22. Assignment or Transfer of Reservation. There shall be no right to assign or transfer the facilities reservation and/or permission to use HTS facilities without the written consent of HTS's Director of Auxiliary Services or the Board of Trustees. The reservation and this agreement are specific to the Reserving Party signing the *Event Reservation Contract* and governed by North Carolina law.

23. Attorney's Fees and Costs. Should any claim or dispute arise between HTS and the Reserving Party, and should HTS prevail, HTS shall be entitled to recover from the other party its reasonable attorney's fees and costs.

24. Violation of Policies and Procedures. Violation of the aforementioned policies may result in forfeiture of the Security Deposit and/or restriction or denial of future use of the HTS facilities. HTS reserves the right to access and monitor HTS facilities at all times to ensure compliance with the policies stated herein.

25. Right to Cancellation. HTS reserves the right to cancel this agreement immediately if the use is determined to violate any law, ordinance, regulation, or the terms of our *Facilities Use Policies & Procedures*.

FACILITIES FEE SCHEDULE
(For Facility Use Not Related to HTS Events or Activities)

Aymer Center

1. Fees are based on a minimum of three (3) hours for evening events.
2. Half of total charges shall be due with submittal of a signed *Event Reservation Contract*.
3. Balance of total charges is due one (1) month prior to the event. Half of the deposit will be forfeited in the event of a cancellation within four (4) weeks of the event.
4. Aymer Center rental includes the use of square and rectangular tables and chairs for seating of up to 200, and use of the Battle Conference Room. The need for additional or different chairs and tables will be at the lessee's expense through an approved rental company.
5. Fees: (churches and non- profits 25% discount on weekends)
 - a) Monday – Thursday is \$750.00; Friday & Sunday is \$1,300.00; Saturday is \$1,500.00.
 - b) Custodian/Event Resource Assistant fee is \$50 per event and is required for all non-Seminary events.
 - c) Public safety/Security fee: the Seminary requires Public Safety/Security to be present for all external events. The number of officers is based on the number of attendees. The fee is \$25.00 per hour/per officer with a four hour minimum.

Meeting Rooms/Areas/Chapel

1. A Security Deposit of \$100 shall be due four (4) weeks prior to the event. Half of the Security Deposit shall be forfeited in the event of a cancellation within two (2) weeks of the event.
2. The following fees shall be charged for individual rooms:
 - a) George E. Battle Conference Room: \$100 up to 3 hours (Maximum capacity 40)
 - b) Small Class Rooms: \$50 up to 3 hours (Capacity 10-20 people)
 - c) Rooms 7-10: \$75 up to 3 hours (Capacity 20-30 people)
 - d) Large class rooms: \$100 up to 3 hours (Capacity 40-50 people)
 - e) Chapel (for private ceremonies and services): \$100 up to 3 hours (Capacity 80 – 90 people)

Note: Fees for use of rooms/areas exceeding 3 hours shall be quoted on an individual basis.

Additional fees for meeting rooms:

- Custodian fee is \$50 per event and may be required depending on usage.