
Facility Usage Information

Thank you for your interest in using the facilities on Friends University's campus. The following serves as a guideline for those interested in renting space at Friends University. Please read these guidelines to be sure your request falls within the stated parameters.





Friends University is an open and active campus twelve months a year. While we are pleased to welcome guests to our campus, the University must first and foremost serve its students, faculty, and staff. Additionally, use of Friends University facilities should be for purposes that align with its mission, vision, and values. Requests that conflict and/or interfere with on-campus activities or which are not in the best interests of the University will not be granted. Rental of our facilities does not ensure exclusive use of any building, public or University service area other than that stated in the renter's contract. Facilities are generally not rented for sales events or the promotion of a business or service.

Please note: Consumption and possession of alcohol on the Friends University campus is strictly prohibited.

Room/Facility Rates

FACILITY PRICING USER FEE

Fees are based on guaranteed number of people in attendance for specifically designated areas only. Parking on campus is free.

-  **\$100 / day for 1-49 attendees**
-  **\$250 / day for 50-149 attendees**
-  **\$500 / day for 150-249 attendees**
-  **\$750 / day for 250 or more attendees**

If set-up is required, a fee of \$20 per hour on weekdays and \$30 on Saturdays and Sundays will be charged for pre- and post-event labor. Appropriate charges will be assessed for damage to or loss of University property.

Technology

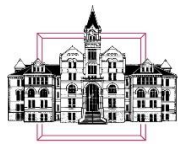
A \$30 per hour fee will be charged for set-up of projectors, computer connectivity, A/V and sound systems and equipment.

Many of the classrooms and conference rooms are equipped with smart technology. Additional A/V equipment may be available for a fee.

Housing

Under some circumstances, residence halls may be rented, but must be approved by the Vice President for Student Services and is based on room and staffing availability.

-  **A \$20 per person, per night, per bed fee will be charged**
-  **A minimum of 10 guaranteed occupants is required**



Liability

The renting party or organization is required to procure a policy of commercial general liability insurance in an amount of not less than \$1 million, single limit, against claims for bodily injury, death and property damage occurring in connection with and during the period the renting party has use of the facility.




Food Service

Sodexo is the food service provider for the University and has first right of refusal on all campus catering. Menus and rates may be found at www.friendsudining.com/catering.html. All arrangements and payment for food service are made directly with Sodexo upon confirmation that an event is approved.

Requesting Facility Usage

Those interested in renting Friends' facilities must complete in its entirety the Friends University Event Request Form. Your completed form must indicate in its entirety your desired dates, space, and services. Approval or denial will be made by e-mail to the individual requesting the facility. The application will be reviewed and a response will be provided within two weeks. Significant changes to the requested dates, space, or services could negate previously secured approval.

If an event is approved, a contract will be issued to the renter. In order to confirm the reservation, the contract must be

-  signed and returned with a deposit of 50% of the estimated rental cost;
-  accompanied by proof of insurance;
-  completed no later than 45 days prior to the first day of the event.

Cancellations must be received in writing. The deposit will be refunded if the cancellation is received at least seven days prior to the first day of the event, less any cost incurred by the University in preparation for the event.

For additional information please contact:

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