

---

## FACILITY USAGE INFORMATION

Thank you for your interest in using the facilities on Friends University's campus. The following information 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 active, private 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. Use of Friends University facilities should be for purposes that align with its [mission, vision, and values](#). University facility access is limited to approved groups—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: All individuals and groups are expected to abide by the University's [Community Life Standards](#). Consumption and possession of alcohol on the Friends University campus is strictly prohibited.

### 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 meet the following requirements:

- signed and returned;
- accompanied by proof of insurance and tax-exempt status letter (if applicable);
- completed no later than 14 days prior to the first day of the event.

Cancellation of use by the sponsor must be received 14 days prior to the date of use, either in writing or by speaking with the office in which the Sponsor initially contacted for this contract. Friends University reserves the right to deny any refund for cancellation if these requirements are not met. The University has the right to recoup the cost of expenditures incurred prior to cancellation.

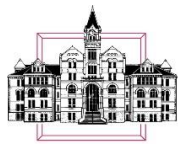
### RATES FOR 2019-2020

Rates include the following:

- Rooms and meeting areas
- Meal options
- Technology available in classrooms or meeting rooms

Rates do *not* include:

- Room set-up, A/V equipment, transportation
- Guaranteed exclusive use of building, public areas, or cafeterias
- Snack break refreshments, special preparation meals, or banquets
- Needs specific to weddings, banquets, or other special events
- Charges for damage, for loss, or for disregarding Community Life Standards



**FACILITY PRICING USER FEE**

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

**Pricing Structure – Regular Business Hours**

**Setup:** \$20 per hour on weekdays and \$30 on Saturdays and Sundays

**Tech (Event staffing, auditorium/music assistance):** \$30 per hour

# of Attendees (Room capacity less than 200)	Price Per Business Day (Based on # of attendees)	Half-Day (1-4 hours)
1-49	\$200	\$100
50-100	\$300	\$200
101-249	\$700	\$500
250 or more	\$1000	\$750
Room Capacity	Additional Fee Per Day	Spaces that fit room capacity <sup>1</sup>
200-399	\$100	Garvey Practice Field Village Field Rose Window Plaza
400-600	\$250	Sebits Auditorium Casado Dining Room Casado Gym Garvey Multipurpose Room Green Lawn Alumni Auditorium
601 and more	\$500	Adair-Austin Stadium/Field <sup>2</sup> Garvey Gym

**Pricing Structure – After Business Hours / Weekends**

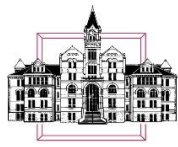
Outside of regular business hours (Monday-Friday 8 a.m.-5 p.m.) and on the weekends, the base prices will be as follows. Although a group may only need a half-day of accommodations, the prices will increase to cover overtime for university staff, Physical Plant scheduling, food services staffing, and other needs.

# of Attendees (Room capacity less than 200)	Base Price Per Day (Based on # of attendees)	
1-49	\$200	
50-100	\$300	
101-249	\$700	
250 or more	\$1000	
Room Capacity	Additional Fee Per Day	Spaces that fit room capacity <sup>3</sup>
200-399	\$100	Garvey Practice Field Village Field Rose Window Plaza
400-600	\$250	Sebits Auditorium Casado Dining Room Casado Gym

<sup>1</sup> For multiple day engagements, these fees will be negotiated with each external group. Moreover, if multiple rooms/facilities are booked, these fees will also be negotiable.

<sup>2</sup> Exceptions: If you are only using the track, the fee is \$250 additional per day.

<sup>3</sup> For multiple day engagements, these fees will be negotiated with each external group. Moreover, if multiple rooms/facilities are booked, these fees will also be negotiable.



		Garvey Multipurpose Room Green Lawn Alumni Auditorium
601 and more	\$500	Adair-Austin Stadium/Field <sup>4</sup> Garvey Gym

**Housing Individual Pricing**

# of People	Non-Student Housing Fee	Notes
10-20	\$40/person/night	Minimum of 10 people/night for non-student housing stays
21-100	\$30/person/night	
100+	\$20/person/night	

**Liability Insurance**

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 current 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](http://www.friendsudining.com/catering.html). All arrangements for food service are made directly with Sodexo upon confirmation that an event is approved.

- \$23 daily rate for Breakfast, Lunch, and Dinner
- \$15.33 daily rate for Lunch and Dinner
- 3 stations available for Lunch and Dinner: International, Classics, and the Grill along with Salad Bar, Ice Cream, Beverages, and Desserts

Based on group size, here are details for groups utilizing the cafeteria:

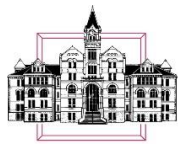
- 10-99 guests gets classics line and a large bowl tossed salad and desserts
- 100-149 guests gets classics, half the salad bar, and their choice of deli or pizza or grill, with desserts
- 150-199 guests gets classics, full salad bar, and their choice of two other stations (either deli pizza or grill) with desserts
- 200+ guests gets all lines with the exceptions of the international station and soups

**Special Information about Athletic Facilities**

Due to liability concerns and stadium maintenance needs, Friends University Adair-Austin Stadium—including the track, field, bleachers, and other facilities—is off-limits to unapproved external groups and individuals. To obtain permission to use facilities at Friends University, all external groups and individual must be approved and scheduled by the external event coordinator and may be subject to rental fees.

Friends University students may obtain permission from a coach or the Athletic Director to utilize the stadium for personal training. External trainers or coaches must obtain permission to train Friends University students on the premises and may not bring non-Friends University student athletes to campus without express permission from the external event coordinator.

<sup>4</sup> Exceptions: If you are only using the track, the fee is \$250 additional per day.



### **Policies for External Groups and Individuals**

- 1) You must have a copy of your facility use agreement with you when you utilize facilities. This will enable Security to quickly determine your group's purpose on Friends University property.
- 2) You must agree to indemnify and hold harmless the University, its agents, officers, and employees, from all claims, demands, and causes of action of every kind, nature, or description, which may arise out of the use of the University's facilities.
- 3) The University reserves the right to remove any individual the University feels is not exhibiting appropriate conduct.

To make a facility request, please contact Paulyna Webber, the external events coordinator, or submit an external events request via this online form: [www.friends.edu/about/connections-partnerships/external-events/](http://www.friends.edu/about/connections-partnerships/external-events/).

Paulyna Webber  
HR Coordinator  
Human Resources  
Friends University  
[paulyna.webber@friends.edu](mailto:paulyna.webber@friends.edu)  
316-295-5804