

Rollins College Event Classification Form

Rollins departmental event host/organizer must complete this form and send to Scheduling and Event Services at least three weeks in advance prior to the event. The form is for Rollins Internal Use Only and must be filled out by the departmental host/organizer. Contracts and insurance must be signed and submitted at least two weeks prior.

Rollins College facilities and grounds are primarily designed and reserved for supporting the educational mission of the institution. Secondly, Rollins space is used to facilitate related activities of interest to the College. The facilities and grounds also may be made available to other users if space and support staff is available after meeting other needs.

1. Official Rollins College event:

- Event is entirely organized by a registered student organization or official Rollins College department.
- Attendance is designed for the Rollins College community with no direct or indirect cost to attend.
- Any charges (catering, speaker fees, special order equipment, unusual clean up, etc.) are paid with a College funds.
- Standard facility fees are waived.

2. Invited/Sponsored guests or organizations:

- Event is scheduled and organized by a registered student organization or official Rollins College department.
- The Rollins College host must be present at the event and fulfill the "Responsibilities of an Organizer or Host.*"
- Attendance includes non-Rollins guests as well as Rollins College staff, faculty or students.
- An event/space request form must be completed and submitted to the College Facilities and Events Committee.
- Unless otherwise determined the non-Rollins guest organization will be required to provide a certificate of insurance and sign a letter of agreement with the College.
- In some circumstances the standard facility fees may be partially waived depending upon the type of event and its requirements.

3. Professional Organizations:

- Event hosted by a Rollins College staff or faculty member as a result of their membership in a professional organization paid for with College funds that directly relates to your position at the College.
- An event/space request form must be completed and submitted to the College Facilities and Events Committee.
- Unless otherwise determined the non-Rollins guest organization will be required to provide a certificate of insurance and sign a letter of agreement with the College.
- In some circumstances the standard facility fees may be partially waived.

4. Off Campus/External:

- Not directly sponsored through an official Rollins College department or a registered student organization.
- Attendance primarily is *not* made up of Rollins College community.
- A single point of contact is required.
- The organization will be required to sign a Letter of Agreement and provide a Certificate of Insurance.
- Standard facility fees will be applied.

*** Responsibilities of a College Organizer or Host**

Whenever a Rollins College individual, department or campus organization invites non-Rollins College guests to an event on campus, the College commits space and staff time that may impact other scheduled activities. Therefore, the host and organizer must be an employee of the College. Further, they must bear specific responsibility to the event including but are not limited to the following:

- Must have written approval from department head.
- Must be present at all times during the event and respond to any problems or complications which may arise.
- Must be the primary contact for making reservations and arrangements with Scheduling and Event Services (SES) for all space and to provide the necessary contact information and correspondence for the required contract and insurance.
- Must schedule the facility, support and equipment services. No other member of the group may make reservations or arrangements.
- Contact Rollins Dining Services if food or beverage (including alcohol) is to be served or catered at the event.

- Insure that event participants abide by all Rollins policies (e.g., Dining Services first right of refusal, smoking policy, standards of conduct, alcohol policy, and parking policies.)
- Pay the cost of additional equipment and/or staff if required for accommodating the event.
- Arrange for chaperones if participants are under 18 years old.
- Make and communicate parking arrangements with guests, including parking of buses and/or vendor vehicles.
- Must send out campus parking notification if any parking is reserved on campus or the amount of people attending affects parking.
- Arrange to direct participants upon their arrival to both the facility and room.
- For event exceeding 250 guests: one trained crowd manager is required per 250 guests per the NFPA Life Safety Code.
- Must report any activities referred to in the Clery Act to Campus Safety: <http://www.rollins.edu/campus-safety/clery-compliance/index.html>

Questions for Categorizing Your Event

1. Category of your event (1,2,3, or 4):
2. Name of your event:
3. Date(s) of your event:
4. Number of people expected to attend:
5. Target audience/who will be attending (i.e. students, staff, faculty, community, etc.):
6. External group/organization name:
7. Purpose or primary mission of the organization/or event:
8. Is this event part of a department's academic programming or mission:
9. How does hosting this group/event enhance the educational mission of the College:
10. Is the group affiliated with the College:
 - a. If so, how is the group affiliated:
11. Is the group a professional organization?
 - a. If so, does the college pay for the membership:
12. Is this a national organization:
13. Is the organization non-profit:
14. Are you requesting a fee waiver:
 - a. If yes, please explain why:
15. Specific rooms and or locations requested:
 - a. Room setup needed:
16. Is there a charge to attend your event:
17. Access time needed **before and after** your event:
18. Actual time your event **begins and ends**:

- 19. Are classes in session during this event:
- 20. Will you need special equipment/services (microphones, sound system, stage, IT equipment, parking, security, life guards, golf cart, etc.):
- 21. Will food be served:
 - a. If yes, who is providing the catering:
 - b. If yes, who is paying for the catering:
- 22. Will alcohol be served:
 - a. If yes, who is providing the bar service:
- 23. Will your event need custodial support:
- 24. Will your event need IT support:

External contact information - person signing the contract & providing insurance

Name:

Address:

Phone:

Email:

Rollins departmental contact/host information – person who will be onsite during the entire event

Name:

Address:

Phone:

Email:

Rollins host who is responsible person for this event (required): By signing and submitting this form, the responsible individual agrees to hold the event in compliance with all applicable laws and College guidelines. The undersigned agree that they have read and understand the Scheduling Policies and acknowledge responsibility for payment of damages attributed to event.

Printed Name

Signature

Date

Rollins sponsoring department head (required):

Printed Name

Signature

Date

Your reporting Vice President/Dean (required):

Printed Name

Signature

Date