



**Rollins College facilities and grounds are primarily designed and reserved for supporting the educational mission of the institution. Secondly, a Rollins College facility is used to facilitate related activities of significant interest to the College. The facilities and grounds may also be made available to other external clients for approved purposes.**

### **External Client Rental Procedure**

If you are interested in reserving space at Rollins College, please email [events@rollins.edu](mailto:events@rollins.edu). Please provide: date of event, time of event, number of guests anticipated, desired room set-up and any other pertinent information such as technology or equipment requirements.

### **Rollins College Policies**

All users of Rollins College facilities and grounds are subject to the College's general policies. This includes Rollins no-smoking policy, alcohol policy, non-discrimination policy, and sexual harassment policy. Please be aware Rollins College facilities are primarily for use by the Rollins College students, faculty and staff during the Academic year. Most external groups can only reserve spaces two weeks in advance during the Academic year. Please be aware that certain rental blackout dates restrictions on spaces may apply.

### **Contract and Payment Requirements**

All external groups are required to sign a Rollins External Event contract, provide insurance and pay the rental fee at least 14-days prior to the event date. The rental fee is non-refundable after the 14-day deadline. All other items will be invoiced after the event. Most external groups can only schedule events one semester in advance during the academic school year.

### **Insurance Requirements**

Rollins College requires all external groups using Rollins facilities or grounds to provide a certificate of insurance. See insurance requirement details below.

For Summer Conference scheduling and insurance, please email [events@rollins.edu](mailto:events@rollins.edu).

- All external groups must provide Rollins College with a current certificate of insurance naming Rollins as additionally insured. The certificate shall contain provision that coverage afforded under the policies shall not be cancelled or changed until at least 30 days prior written notice has been given to the College.
- The required coverage is at minimum one million dollars combined bodily injury and property damage coverage, naming Rollins College as additionally insured. The Client is to be insured for the period of the event or program and the Certificate of Insurance must be filed with the College at least 14-days prior to the event. For more information on obtaining an insurance certificate please click *here*.
- If you are planning an athletic or theatre event, please note the insurance coverage required coverage is **three million dollars** combined bodily injury and property damage naming Rollins College as additionally insured.

### **Catering Requirements**

Rollins Catering Services is Rollins College's exclusive caterer and must be used for all external events if food and beverages are being served. Please note room reservations must be made through Scheduling and Event Services prior to confirming arrangements with Rollins Catering Services. Tables do not come with linens. Linens must be rented from Rollins Catering Services.

### **Audio Visual**

Many of Rollins College classrooms, auditoriums and multi-use rooms have permanent projectors and screens that are included in the room rental. A/V equipment that is not available in a room can usually be supplied through the Rollins Information Technology department. A standard fee will be applied for use of in-room technology. That includes the opportunity for one technical assistance meeting during normal IT Help Desk hours. An additional fee may be required depending on the request.

### **Parking for Event Guests**

Parking for guests is not available on the Rollins Campus. Event Parking is available at the SunTrust Parking garage, located off Lyman Avenue. Parking garage fees will apply.



### **Use of Rollins Name or Logo**

The use of the Rollins name or logo must be approved. Please send the materials to the SES event scheduler or [events@rollins.edu](mailto:events@rollins.edu) at least 21-days prior to the event for approval.

### **Use of Outdoor Spaces**

When reserving an outdoor space at Rollins all the rental requirements apply and must include a rain backup location or plan must be determined at the time of contracting. If a campus rain-backup plan is needed, the decision to use it must be submitted to Scheduling and Event Services (SES) in writing by noon one business day prior to the scheduled event. If the client does not make the required decision and submit by email, then SES, along with Facilities Management (FM), will make the decision regarding the event location or event cancellation (when no rain back-up location was scheduled). SES along with FM will make the event set-up determination by consulting [weather.com](http://weather.com) and [weatherunderground.com](http://weatherunderground.com), when rain or thunder/lighting is predicted at a 40% chance or higher at any time during event and the two hours prior to the event. Once a set-up location has been determined, no changes will be allowed. This policy ensures the safety of the Rollins Transport team members and the external client and guests. For all facets of SES and FM to be successful in executing the set-up for your event, proper advanced planning is required.

### **Rental Black-Out Dates**

Some dates are unable to be accommodated for external clients interested in renting space at Rollins. These dates consist of:

- Family Weekend: Typically first weekend in November
- Holiday Closures: Thanksgiving Break (Thursday and Friday), Winter Break (Typically scheduled around Christmas Eve through New Year's Day), Martin Luther King, Jr. Day, Memorial Day, and Labor Day
- Alumni Weekend: weekend in March
- Awards Banquet (end of April) through Commencements (mid-May)
- First-Year Student Orientation: mid-late August