



EVENT PLANNING ON CAMPUS: FREQUENTLY ASKED QUESTIONS

Campus Activities and Events Hub
Hendrix Student Center, Second Floor
reserve@clermson.edu; 864-656-4636; Hours: 8 am to 6 pm

WHERE DO YOU GO TO PLACE A RESERVATION REQUEST?

The Hub/Guest Services Desk at the Hendrix Student Center is the best place to start. All events, large and small, require a reservation request. From there, you will be assisted with securing a location and will be asked some questions related to your event needs. Please note that we cannot “hold” your date until we receive your fully completed request form.

CAN I REQUEST HELP WITH COORDINATING MY EVENT?

Those who are planning complex events may also work with a Campus Activities and Events event coordinator. Event coordinators are there to assist you with detailed logistics such as multiple event approvals, complex equipment or staffing needs, or high profile events involving VIPs. Most events do not require an event coordinator, but coordinators are available by request or as determined by Campus Activities and Events. Additional fees may apply beyond basic coordination services.

WHAT SPACES CAN I RESERVE?

Please refer to our website at <http://www.clemson.edu/administration/student-affairs/cae/> for information on facilities that we reserve.

Campus Activities and Events can also help provide mobile event services including tables, tents, chairs, sound systems, and crews for events all across campus. Crews include staffing for equipment operation, guest services for your attendees, etc.

WHO CAN PLACE A RESERVATION?

It is important to make sure that the person placing your reservation is the **sole contact** for the event and will be present for all questions the day of the event. Campus Activities and Events will only send and receive information from this individual, although we are happy to copy others. Additionally, the person placing the reservation must be a recognized member of that organization. For instance, an advisor may not place a reservation on behalf of a student organization. For more information, please see Clemson University’s facility use policy related to “fronting.”

HOW FAR IN ADVANCE CAN I REQUEST SPACE ON CAMPUS?

You can request a space up to one year in advance. Your event may not immediately be confirmed if we need additional information from you. Please also see our reservation policies related to cancellations.

WHAT ARE UNIVERSITY POLICIES OR LAWS THAT COULD APPLY TO MY EVENT?

There are university documents that you need to be familiar with **before** you begin your planning process.

- **Clemson University's Facility Use Policy** (online) outlines everything you need to know about what is permitted for advertising your event, any sound restrictions that could apply to your event, requirements for free speech events, sales and solicitation requirements, how to request permission to serve alcohol at an event, and more. Please note that several weeks should be expected to gain all necessary approvals for events.
- **Clemson University's Student Handbook** (online) provides important information related to the student code of conduct and other important information such as pet policies, alcohol and tobacco policies, and the Americans with Disabilities Act.
- **Clemson University's Brand Policy** (online) provide guidelines for using protected wordmarks, seals, and the Clemson Tiger Paw, as well as guidelines for colors, fonts, logos, and photography.
- **United States Copyright Laws** apply to any movie shown, and you will need to purchase the appropriate license to show any film on campus. (Note: Checking out a movie at the library does not constitute the purchase of a movie license.)
- **South Carolina Law** prohibits certain situations involving gambling and other "games of chance." There are also guidelines related to raffles. Please note that Bingo requires state licenses that are not available at Clemson University, therefore Bingo is not permitted. It is important to work with your event coordinator before you finalize any plans.

WHAT ARE FEES CHARGED FOR EQUIPMENT OR ROOM RENTALS?

- Campus Activities and Events is committed to providing services and equipment at the most reasonable price while still remaining committed to excellence in customer service.
- Each university unit on campus has approved billing rates which are published on Clemson University's website. Campus Activities and Events billing rates are also available by contacting the Hub.
- There may also be agreements through Undergraduate or Graduate Student Government that provide for free use of specific items for recognized student organizations. That information can also be provided through the Campus Activities and Events Hub.
- We will provide you with a cost worksheet for your all facility and service-related costs once you have submitted all needed information to us.

WHAT OTHER INFORMATION IS COVERED IN REQUEST FORMS?

Additional information and policies covered in our request forms include:

- Prohibited items in facilities
- Event security policies
- How to request catering, linens, and food waivers

- Approval procedures for items such as landscaping, fire department, police department, use of university marks, and the sale of merchandise.
- Other policies related to information we need from you as well as your responsibilities as our customer.

WHAT ARE CLEMSON UNIVERSITY'S FOOD POLICIES?

Aramark is the exclusive food provider for all areas and events on campus. Information on how to request catering can be found by contacting the Campus Activities and Events Hub. In very limited circumstances, organizations may request a food waiver. Inquiries related to food waivers begin by contacting the Campus Activities and Events Hub at least 4-6 weeks before the event.

CAN I RENT LINENS FOR MY EVENT?

Linens are also available by contacting Aramark. We recommend discussing your linens needs several weeks in advance of your event.

HOW DO I BOOK A PERFORMER OR ACTIVITY?

It is important to work with Campus Activities and Events BEFORE you request signature for any performer, third party, or activity contracts. We can help you determine if the contract requirements can be provided, guide you in the process to work with risk management and procurement, and provide assistance in determine the designated university official that is permitted to sign your contract.

CAN I SIGN CONTRACTS OR ORDER EQUIPMENT FROM THIRD PARTIES?

Only certain university officials have permission to sign contracts, and Campus Activities and Events can provide guidance on how to find the appropriate individual to sign your contract.

For image, liability, and consistency purposes, all equipment and services must be rented through Campus Activities and Events in the facilities we manage. If we are unable to provide specific equipment, we reserve the right to coordinate the rental of the equipment on your behalf and provide a streamlined invoice for you.

HOW DO I REQUEST FLIER AND BANNER APPROVALS?

Before you incur costs for the printing of advertising materials, make sure you have read the facility use policy. We also recommend that you work with Campus Banner and Design for your printing needs, as they are more familiar with policies and can offer you great services and rates. You may also email a proof of your materials to reserve@clermson.edu to receive feedback before printing.

Your materials will be stamped at the Campus Activities and Events Hub as approved. You can provide us with one copy of your flier to be stamped and then you can make copies of that flier. If you provide us with many copies of your materials to be approved, please be prepared to leave your materials with us, and we will let you know when you can pick up your stamped materials.

WHAT OTHER APPROVALS COULD I NEED?

- Events involving minors will need to work with the Office of Pre-Collegiate Programs.
- Events involving third parties or an event involving risks will need to discuss their event with the Office of Risk Management. Note that liability insurance may be required in certain circumstances.
- Events that a third party providing more than \$2,500 in services may require discussions with your financials area or the Office of Procurement.
- Events involving sales tax or significant financial costs should be discussed with your respective business office.

WHAT IF MY EVENT ATTENDEES DO NOT HAVE PARKING PASSES?

A parking pass is required for all those parking on campus. The Campus Activities and Events Hub or your event coordinator will assist you in obtaining appropriate permissions and passes for your event.

HOW CAN I SELL TICKETS?

Campus Activities and Events maintains an exclusive contract with Ticketmaster. If you wish to sell tickets for your event, it is important to inform the Hub or your event coordinator as far in advance as possible so that we can help you with appropriate permissions to sell tickets.