



Planning Guidelines & Terms of Use

These guidelines will assist you in planning an event at the Clemson University Outdoor Lab. It is the responsibility of the User Group representative to share this information with the participants.

Hours of Operation: The Outdoor Lab hours are 7am through 11pm on weekdays and 7am through 12am on Friday and Saturday nights. Lodging check in time is 4pm and check out is 11am.

Time Requirements and Billing Policies:

- A reservation is not confirmed until a deposit is received by the Outdoor Lab. The Outdoor Lab reserves the right to release unconfirmed reservations. The number of guests for any function must be provided to us within 7 days prior to your event. Your final invoice will be based on that number or the actual number, whichever is greater. Requests to increase number served inside this 7 day period cannot be guaranteed.
- When booking lodging for groups, the number of needed cabins/suites must be provided to us within 7 days of the arrival date. The final invoice will be based on this information. Requests for additional space cannot be guaranteed.
- Sales tax will be applied to all invoices for equipment and other services (currently 7%). Sales and accommodations tax will be applied to all lodging invoices (currently 11%).
- Balance will be due 3 business days prior to your event.
- Non-university funded events must be guaranteed with a credit card.
- Clemson University funded events must be confirmed with the department's CUBS account number and a contract signed by an authorized user at the time of booking. An updated invoice will be sent after the event.
- Deposits will be deducted from your final invoice. In the event of cancellation by the user group, for any reason, no refunds will be given.

Damage/Theft: There will be a charge for any and all damages to the facility, equipment, and/or furnishings that occur during use. This includes, but is not limited to, tape on walls, doors, and/or floor. There will be a replacement charge for any theft of equipment and/or furnishings that occur during use.

Special Events: Special events including weddings and receptions can be reserved 24 months prior to the event date. A \$600 non-refundable deposit is due with the signed contract. The deposit is applicable to final invoice. For groups larger than 50 people, event staff will be present and a charge of \$125 (per 4 hour block) will be incurred. Additional time will be billed at \$25 per hour.

Meeting or Lodging Facilities:

- All facilities and grounds will be cleaned and ready for use when you arrive. Groups must keep and leave the facility clean. Do not use tacks, nails, or other damaging items to hang signs or banners on any facility. Defacement of facilities, cabins or grounds will result in additional charges.
- Maintenance personnel will clean and stock bathrooms as needed. Brooms, vacuum cleaners, and mops are available to participants to assist in keeping floors clean.
- All participants and instructors are asked to park in designated parking spaces. Notify all participants to drive slowly on all camp roads.
- The Outdoor Lab is a pet-free facility. Guests with pets will be asked to check out and will forfeit their deposit. A \$150-\$300 cleaning charge will also be applied. Please contact the business office if you have Guests requiring a service dog as defined in Title III of the American with Disabilities Act.
- Clemson University is a tobacco-free campus. Smoking and other use of tobacco products will be prohibited, including chewing tobacco, smokeless tobacco and electronic cigarettes.

Arrival/Departure Times: Arrival/departure times will be stated at time of reservation. Early arrivals and late departures will be subject to charges based on billing rates in effect on date of event.

Decorations and Deliveries:

- No glitter, confetti, or other loose types of decorations.
- No duct tape at indoor or outdoor facilities.
- Decorations must be free standing. Items may not be attached to the walls, duct work, or hung from the ceiling.
- Candles must be battery operated.
- No helium balloons inside buildings.
- All decorations must be removed from the facility on the day and at the conclusion of event.
- Approval must be granted to decorate in the public areas and may require additional charges.
- Early delivery and storage of equipment/decorations is generally not available due to space utilization. Prior approval is required.

Entertainment and Dancing:

The scheduling group must provide the following information to the Outdoor Lab if there is any type of entertainment for an event:

- The name and contact information of the entertainer.
- Specifications regarding setup and electrical requirements are needed 4 weeks prior to the event.
- Dressing Rooms are NOT available. A cabin or suite may be rented for this purpose.

Event Room Assignments & Set-Up Policy: The Outdoor Lab reserves the right to make room assignments based on group size and space maximization. If the guarantee for an event falls below the original expected attendance, the Outdoor Lab reserves the right to reassign the event to an appropriately sized room. If the group size grows, the Lab does not guarantee space will be available. Please note that final setup for a meeting space and a guaranteed number of participants must be made no later than 7 business days prior to the event start date. Changing the final setup may result in additional charges.

Suites: Seven suites are available for rent. We offer one or two bedroom suites. Suites are fully furnished with linens, pillows, and towels. Televisions and in-room telephones are not available.

Group Cabins: Seventeen group cabins with ten single beds per cabin are available for rent. Each cabin is carpeted and heated and air-conditioned. All have exhaust fans for air circulation and most have ceiling fans. Cabins are rented at a flat rate. Cabins may be rented with linen for an additional charge.

Conference Space: Four conference spaces are available for rent. Food and beverage service can be provided at each site. Audio-visual equipment is available for rent.

Liability: The Outdoor Lab reserves the right to inspect and control all events being held at the facility. Liability for damage to the premises will be charged back to the event coordinator accordingly. The Outdoor Lab assumes NO responsibility for personal property, vehicles, and equipment brought onto Lab property. The Outdoor Lab is not liable for any bodily injury due to negligence of any guests during use of the facility or from failure of guests to comply with these guidelines.

Responsibility of Scheduling Group: It is the responsibility of the scheduling group to be aware of all Outdoor Lab policies and guidelines, as they pertain to use of the facility for events. The group representative who signs the agreement accepts the responsibility for ensuring that all policies and guidelines are followed while event attendees are using the facility. The group representative is responsible for payment of all Outdoor Lab fees as outlined.

Catering:

Southern Way Catering is the on-site food service provider. Any event held in Kresge Hall is required to use Southern Way Catering for their event. Southern Way Catering can provide food service to all indoor or outdoor meeting spaces at the Outdoor Lab. Please contact Kathryn Hocker at khocker@thesouthernway.com or 864-656-9542 for additional information. User groups providing their own food service or using an outside caterer assume all responsibility for foods and service and will hold CUOL harmless for any and all liability.

Other Services:

- **A Team Ventures** program is available for corporate and group use. This program is directed by trained personnel and includes activities in team building, high ropes, and an orienteering course.
- Advance arrangements can be made for the following activities: Pontoon Boat Rides, Canoeing/Kayaking, Swimming Pool, Hayrides, Cookouts, Campfires
- All Outdoor Lab policies regarding uses of aquatic, team ventures and other program areas to be used by user group must be adhered to by all user group participants and facilitators. User group participants should not go into these secured areas unless under the supervision of CUOL. Activities lead by Outdoor Lab personnel, if any, may require signing of a separate liability release/assumption of risk form for that activity.
- Activities available to groups include disc golf, horseshoes, volleyball, thunderball, and hiking. Fishing, with your own equipment, is permissible and state regulations apply.
- Boat Docks are closed to user groups unless advanced permission for use has been obtained from the CUOL program staff. If permission has been obtained, docks are closed from dusk to dawn each day.
- The Cannon Chapel is available for outdoor weddings, worship services, and other large group needs. The facility will seat 250 people.
- Two pavilions are available for rent. Each has lighting, water, and electrical outlets.
- Eagles Nest, a tree house, is available for overnight camping. This is an excellent place for youth groups to experience the outdoors. A fire ring is available for outdoor cooking and the site has water and toilet facilities.

HEALTH AND SAFETY

- Firearms and explosives are prohibited.
- Open fires can only be built in designated areas. Contact the Reservations Coordinator prior to your arrival to reserve a campfire location.
- Unless approved in advance by the CUOL, alcoholic beverages are prohibited.
- CUOL advises the User Group to obtain a signed permission to seek emergency treatment or a signed religious waiver for minors without a parent on-site.
- Health, accident, and liability insurance is the responsibility of the User Group. In certain situations, the CUOL can obtain health and accident insurance for rental groups for an additional fee.
- The CUOL does not provide any medical personnel, facilities, equipment, or supplies to User Groups. User Groups are strongly encouraged to bring the personnel, equipment, and supplies needed to handle a participant medical need. The CUOL recommends that you bring emergency contact information on each participant; that you have fully stocked first aid kits on the site during your stay; that you have someone on your staff with age appropriate CPR/AED certification and First Aid from a nationally recognized provider; that you have a vehicle designated for emergency transportation; and that you know which emergency facility in the area you would use and how to get there.
- The CUOL recommends all medications (both prescription and over-the-counter) be stored under lock except when in the controlled possession of the person responsible for administering them.
- The User Group will inform the CUOL if there will be participants with special medical, food, or other needs.
- Transportation of individuals in the back of pickup trucks or wagons where seats are not attached to the vehicle is prohibited.

HEALTH AND SAFETY (Continued)

- User groups supervising children should follow appropriate screening policies for all user group staff with responsibility for or access to children. These include, but are not limited to, voluntary disclosure statements, criminal background checks, reference checks, driver's license checks and checks of the National Sex Offender Public Website. CUOL advises user group to provide training to staff to minimize the potential of any personnel being in a one-on-one camper/personnel situation when out of sight of others.
- **In case of an emergency, dial 911 or (864) 656-2222.** There is an AED in the Kresge Hall kitchen and at the door of the Team Ventures Center.

Miscellaneous:

- Parking is available in designated spaces only. User group is responsible for any and all damages caused by vehicles brought onto the property including, but not limited to, damage to buildings, trees, other vehicles, shrubs, lights, light poles, signs, railings, fire hydrants, water spigots, fences, road shoulders, grass, and other landscaping.
- Groups expecting over 100 guests will incur an additional charge for parking services.
- Clemson student organizations wishing to serve alcohol must obtain written permission from Clemson University. Please refer to the Student Organization Alcohol Policy (http://www.clemson.edu/students/csgs/organizations/alcohol_policy.html) and complete the registration form. Note that this form must be submitted at least 14 days prior to the event.
- Free wireless internet is available in most locations.
- User groups will be expected to let the CUOL Reservations Coordinator know at the time reservations are made about the general nature of your program.
- Clemson University is a tobacco-free campus. Smoking and other use of tobacco products will be prohibited, including chewing tobacco, smokeless tobacco and electronic cigarettes.

Important Numbers/Addresses:

- Office: 864-646-7502 Fax: 864-646-3620
- Mailing Address: Outdoor Lab, Clemson University, Clemson, SC 29634-0737
- Physical Address: 415 Charlie White Trail, Pendleton, SC 29670
- Rental/Reservation Information: reservations-l@clemson.edu
- Summer Camp Information: cuolcamps-l@clemson.edu
- www.clemson.edu/outdoorlab

The Clemson University Outdoor Lab is administered through the Department of Parks, Recreation and Tourism Management. To keep up with our continuously improving facilities, these guidelines are revised occasionally. Refer to our website for the current version.