

University Policy on Use of Beard-Eaves-Memorial Coliseum

I. POLICY STATEMENT

Auburn University's (the University's) "Policy on Use of Beard-Eaves-Memorial Coliseum" describes the process for the utilization of Beard-Eaves-Memorial Coliseum (BEMC).

II. POLICY PRINCIPLES

- A. BEMC was built in 1969 and served for many years as the home of University intercollegiate athletic teams as well as academic units. In 2010, Auburn Arena became the principal venue for men's and women's basketball and women's gymnastics. The Comprehensive Campus Master Plan calls for the eventual demolition of BEMC once all remaining occupants have been relocated.
- B. All existing occupants and users of BEMC should be working towards vacating the facility, developing and maintaining a plan for relocation of all programs and personnel.
- C. Until BEMC is demolished, Auburn University Facilities Management ("Facilities Management") manages BEMC on behalf of the University.
- D. All events, programs, and temporary space assignments in BEMC shall be approved and scheduled by Facilities Management. No use of BEMC is authorized without Facilities Management approval.
- E. To limit the operational costs of BEMC prior to demolition, the University's intent is to minimize the number of events or programs held in BEMC.
- F. Organizations seeking large event space on campus are directed to the following venues in lieu of BEMC:
 - 1. Auburn Arena
 - 2. Student Activities Center
 - 3. Student Center
 - 4. Auburn Hotel and Conference Center
- G. The use of BEMC shall be limited to the following types of events and programs:
 - 1. Academic classes, events, or programs that directly support the University's instructional mission when sponsored by a University college or school dean.
 - 2. Events or programs that directly support University students when sponsored by the Vice President for Student Affairs.
 - 3. Events or programs that directly support the University's outreach mission when sponsored by the Assistant Vice President for University Outreach, by a University college or school dean, or by another responsible University administrative executive.

4. Non University-sponsored events that benefit the University and contribute to its mission.
 5. Utilization of BEMC by USA Team Handball will conform to the Memorandum of Understanding between USA Team Handball and the University.
- H. As a general rule, requests for use of BEMC by non-University organizations shall not be approved.
- I. BEMC is a shared-use facility. Events and programs shall be scheduled to accommodate authorized, University-sponsored events in a coordinated and collaborative manner.

III. EFFECTIVE DATE

September 1, 2015

IV. APPLICABILITY

This policy applies to all events, programs, and activities in BEMC.

V. POLICY MANAGEMENT

Responsible Office:	Auburn University Facilities Management
Responsible Executive:	Executive Vice President, Auburn University
Responsible Officer:	Associate Vice President, Facilities Management

VI. POLICY PROCEDURES

- A. Eaves-Memorial Coliseum form (see Appendix 1).
- B. Prior to all events in BEMC, a space allocation agreement stipulating the terms and duration of use shall be authorized by Facilities Management and signed by the sponsoring organization.
- C. Operational costs for using BEMC:
 1. University sponsors of events shall fund the following operational costs associated with the use of BEMC:
 - a. Set-up and takedown
 - b. Event management
 - c. Custodial services
 - d. Special cleaning
 - e. Security
 - f. Management and oversight by the BEMC Building Manager

2. Certain University-sponsored events may not incur operational costs as determined by the Associate Vice President for Facilities Management, provided that they
 - a. Fall into one of the categories listed at II.G.1-3;
 - b. Are held during normal working hours (7:45 AM to 4:45 PM);
 - c. Do not require additional support.
3. Operational costs shall be determined by the BEMC Building Manager based on the type and duration of the event and the number of participants. For weekend or after-hours events, overtime and premium time rates shall be charged. (See Appendix 2 for operational cost rates.)

D. Rental Costs for Using BEMC:

1. University sponsors of events will not have to pay a facility rental fee for the use of BEMC.
2. Non-University organizations will pay a facility rental fee for the use of BEMC, in addition to operational event costs. Set-up and takedown must occur within the timeframe, or additional daily fees shall be charged. Rental fees and operational costs are subject to change:
 - a. Single day event: \$2,500 per day;
 - b. Weekend event (Friday-Sunday): \$5,000;
 - c. Week-long event: \$10,000.

E. Events must comply with all requirements established by the Event Management Committee including, but not limited to, requirements for security, insurance, and indemnification.

F. Events involving minors must comply with the University's "Policy on Minors Involved in University-Sponsored Programs or Programs Held at the University and/or Housed in University Facilities."

G. Security and safety during events in BEMC are of primary importance.

1. Security personnel will be hired, as needed, to ensure that participants, particularly school children, are well supervised and do not enter unauthorized areas of BEMC.
2. Event sponsors are responsible for the oversight and supervision of the participants of their events.
3. Event sponsors shall ensure the good conduct of their participants and shall be responsible for any damages caused by their event.

VII. SANCTIONS

Failure to comply with the terms and conditions of this policy will result in the cancellation of events or programs as well as denial of pending or future requests for use of BEMC.

VIII. EXCLUSIONS

None.

IX. INTERPRETATION

Initial inquiries about this University policy should first be directed to the administrative office of the relevant unit or department. Further clarification concerning this policy may be sought from the Associate Vice President, Facilities Management.

APPENDIX 1
Request to Utilize Beard-Eaves-Memorial Coliseum

Date Submitted: _____

1. Requesting Organization Name: _____

2. Requesting Organization Address: _____

3. Requesting Organization Point of Contact

Name: _____

Email: _____

Phone #: _____

4. Auburn University Sponsoring Organization/Unit: _____

5. Sponsoring Organization/Unit Point of Contact

Name: _____

Email: _____

Phone #: _____

6. Is University Sponsoring Organization/Unit willing to pay operational costs for this event? (circle one)

YES

NO

FOAP to be billed: _____

7. Date(s) Requested to use BEMC: _____ to _____

8. Detailed description of the Event:

9. Estimated number of participants: _____

10. The Sponsoring Organization/Unit's plan for supervising the Event:

11. Describe the set-up and take-down requirements for the Event:

12. Describe any special requirement that will be needed for the event (water, power, a stage, special seating, tables, locker rooms, etc.)

APPENDIX 2

Operational Costs for the Utilizing Beard-Eaves-Memorial Coliseum

The operational costs for University sponsors to utilize Beard-Eaves-Memorial Coliseum (BEMC) will be computed using the rates provided below:

Event Set Up or Break Down:

- Cost will be developed based on the specific requirement.

Custodial Services:

- Clean, sweep and mop bleachers
- Dust and mop court
- Empty trashcans on concourse, portals and court
- Clean and restock restrooms
- Custodial Charges (based on 8-hour days):
 - Events with fewer than 500 participants: \$820.00
 - Events with 500-1,000 participants: \$1,350.00
 - Events with 1,000- 2,000 participants: \$2,000.00
 - Events with more than 2,000 participants: \$3,340.00

Special Cleaning:

- Cost will be developed based on the specific requirement.

BEMC Security:

- Charges for one officer: \$20.00 per hour (4 hour minimum)
- Events with 1-500 participants: 1 officer required
- Events with 500-1,000 participants: 2 officers required
- Events with over 1,000 participants: 3 or more officers depending on the nature of the event.

BECM Building Manager:

- Charges: \$420.00 per day