



External Event Policies

The policies and procedures within this document reflect the administration's desire to enhance the experience of the seminary community and other organizations and events on campus. Reservations for all conferences, meetings, and events held on campus are requested through Event Productions. Each reservation request is submitted through an approval process for consideration of event content, scheduling, and space availability to ensure the dedicated religious purpose of our campus.

The Southern Baptist Theological Seminary will not permit persons or groups holding, advancing, or advocating beliefs or practices that conflict with the seminary's faith or moral teachings, which are summarized in, among other places, the seminary's mission, abstract of principles, and code of conduct. The seminary may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith.

Event Productions – Purpose: The Event Productions office exists to support the departments of The Southern Baptist Theological Seminary by orchestrating and executing conferences, retreats, academic events, and meetings. To accomplish this, the Event Productions team will provide professional, creative, event planning tools and counsel to ensure goals are met, quality is upheld, and institutional standards of hospitality and professionalism are sustained.

Conduct and Belief: The Southern Baptist Theological Seminary (SBTS) is an agency of and was established to serve the needs of the Southern Baptist Convention. As such, it imposes religious standards on users and guests. These standards are reflected in our [mission statement](#), our [Abstract of Principles](#), and our [Student Handbook](#). SBTS expects users and guests to conduct themselves in a manner that will in no way detract from or be contradictory to these standards. Enforcing these standards assures that no activities or views expressed by groups using the SBTS facilities interfere with the ability and obligation of this institution to communicate and promote one message. Therefore, this institution reserves the right to deny usage or to expel any group or individual that engages in activities that SBTS finds inconsistent with the standards mentioned above or if management deems that denial or expulsion to be in the best interest of the institution.

Catering: The SBTS Catering Services Department will provide all catering. All catering must be coordinated by the SBTS Event Productions office. Due to state health code standards all food and beverage items must remain in the meeting/banquet area unless prior approval to remove items has been granted by Event Productions. Any event taking place on Towery Plaza or in Ingram Hall will have an additional catering charge of \$250.00. Events taking place on major holidays may incur additional

charges. Any catering on Sunday must meet a \$750.00 catering minimum per subevent. If your event is canceled less than four business days from the scheduled event, you will be billed 50% of any catering rental or food cost. Additional services based on event needs may incur additional charges, not limited to: dish rental, delivery fee, hot box rental, catering labor fee, and late cancellation fee.

Charges, Deposits and Payment: Charges, advance deposits, and payment requirements are based on the current event charge schedule and settlement policy. A 15% premium will be applied to all events taking place on a Sunday or a major holiday.

Communion: Communion is not allowed as a part of meetings, seminars, retreats, weddings, or other events held at Southern Seminary. A group may petition for an exception to this policy if the group represents a local church body.

Decorations: Decorations and other materials may be not attached to any wall, wood surface, mirrors, picture, or light fixtures inside or outside. Glitter, confetti, nails, tacks, screws, tape, adhesives, hot wax, staples or other similar fasteners may not be used. Only pillar or votive candles may be used in banquet space. Fireworks, including sparkles and other flammable substances may not be brought onto SBTS property.

Event Areas: SBTS reserved the right to change event area assignments based on institutional priority and service requirements. If an event area change is necessary, the event planner/contact will be given notification as early as possible. Events scheduled outdoors must also reserve an alternate venue on campus in case of inclement weather.

Event Host: Event Hosts are provided by the Event Productions Office. This staff member comes at no additional charge and serves as the main point of contact for the event. If special staffing is needed at an event, there will be a \$20 charge per additional staff member per hour.

Event Planning: Event details must be approved by the Event Productions office. This includes, but not limited to, decorations, room setup, equipment rental, and catering.

Event Preparations: Room setup will be based upon the setup requests from the initial agreement and final numbers submitted, unless otherwise specified by the responsible party. All deliveries and decorating, setup and teardown, must be done within the time scheduled on the event agreement. Any materials not removed will be disposed of. Members of the responsible party may not change or move furniture without prior approval from Event Productions.

Changes made after the room has been set are subject to a minimum of \$150.00 service charge. SBTS realizes that events may require a room set change during the course of your event. If the allotted time for the set change is less than four hours, a \$150.00 service charge will be incurred.

Event Request Details: To ensure the quality of all events here at Southern Seminary, all event details must be entered into the banquet event order no later than two weeks out from the event. At two weeks out from the event, no additional changes are to be made, though catering numbers can be

updated up until one week prior to your event. Any event or event details that are added two weeks prior to event will be subject to additional fees.

Guarantee/Signed Banquet Event Order (BEO): Anticipated numbers for catering, media, room setup and a final agenda or program should be confirmed two weeks prior to the function. A signed BEO with the guaranteed number and final requests for services is required seven calendar days prior.

In the event that the signed BEO is not received within seven days, the events office will assume the guarantee as noted on the BEO. Requests for changes made after this deadline must be submitted in writing and will incur additional fees. No requests can be guaranteed within seven days of the scheduled event.

Liability/Damages: SBTS will not be responsible for damage or loss of personal articles or equipment left in function space prior to, during, or following an event. Any damages to the facilities, furniture, equipment, fixtures, grounds, landscaping or any other SBTS property will be the responsibility of the responsible party and will result in additional charges.

Lost and Found: The Southern Baptist Theological Seminary does not accept any responsibility for the damage or loss of any merchandise, or article left in the event area prior to, during or following the event. Items found in event areas may be recovered from Campus Police.

Media: A SBTS technician is required to operate SBTS equipment unless Event Productions has granted prior approval. Media service may be limited based on meeting room capabilities or limited equipment availability. All media needs must be communicated to the event coordinator two weeks prior to your event. If this deadline is not met, the office of event productions does not guarantee media services will be available. There is a standard charge for all media set up and tear down of \$50.00. In addition to the set up charge there is an hourly rate for all media technician needs. The hourly rate is \$40.00 for Heritage Hall and Alumni Chapel, and \$25.00 for all other venues on campus.

Parking: Parking is permitted in any non-restricted parking areas. Parking on grass, entry circles, sidewalks, and fire lanes is prohibited.

Prohibited Activities: DJs and/or dancing are prohibited on campus. Smoking and alcoholic beverages are prohibited on SBTS premises. Pets are prohibited in all SBTS facilities with the exception of service animals.

Rental Equipment: Event Productions must grant approval for any rental equipment. The Southern Baptist Theological Seminary does not accept responsibility for the damage of any merchandise, rental item or article left in the event area prior to, during or following the event.

Sales: Sales of books, music, souvenirs, or other items are not allowed without prior written consent of Event Productions.

Campus Police: Campus Police provides 24-hour patrol on campus. Additional police services such as crowd control, parking, and other assistance may be provided during an event if requested in advance

through Event Productions. To contact Campus Police, please call 502-897-4444 or police@sbts.edu. There is a \$40.00 per hour per officer charge for police to staff your event. Please see the following itemization of how many officers will be required to staff your event.

1-299 Guests- no additional officers required

300-499 Guests- 2 officers required

500-799 Guests- 3 officers required

800+ Guests- 4 officers required and campus shuttle required for parking assistance

Signage: All signage must be coordinated through the Event Productions office, no additional signage is permitted. No exterior signage is permitted on campus grounds. Pedestal signs are \$5.00 each, custom laminated interior 8.5" x 11" signage is \$1.00 each, available in restricted locations.

Tablecloths: All tables must be covered by a tablecloth. Tablecloths may be rented by the Event Productions office for \$4.50 per cloth.

Shuttle: The Southern Seminary shuttle is required for events with over 800 attendees. The shuttle will travel campus parking lots to pick up guests and transport them to the event venue. A Legacy Hotel-Southern Seminary driver must operate the shuttle. It is \$400.00 for a minimum of 4 hours including the driver. Each additional hour of service is \$50.00 in addition to the base charge of \$400.00.

Event Charges and Settlement Policy

A deposit of 50% for all event space is due 14 days after the event agreement is sent, and a signed agreement is required to confirm reservations for all event areas.

Deposits are refundable up to 120 days prior to the scheduled event. No refunds will be given for cancellations made within 120 days of the event. This includes all events booked within the 120 day period.

All deposits will be applied to the final balance of the master account.

Full payment is due within 30 days upon receipt of the invoice.

Signature: _____ **Date:** _____