



300 E. College Avenue, Eureka, IL 61530

**College/Community Use Guidelines
2011**

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I. Introduction

Opened in March 1994, the **Donald B. Cerf College Center** offers banquet and meeting facilities. Located in Eureka, Illinois, on the 112 wooded acre campus of Eureka College the Cerf Center is a convenient drive between Peoria and Bloomington/Normal. These spaces are available to the general public at an affordable price and may be used for activities consistent with the policies of the College.

II. How to Reserve Space

Rooms are available on a first come, first served basis. Contact the Cerf Center Office at 309-467-6407 to reserve a space. A facility request form must be completed to confirm your reservation. Reservations are not considered final until an approved copy is returned to the applicant.

Individuals or groups must follow the College Calendar Policy when scheduling events in the Cerf College Center. Special attention will be given to the scheduling guidelines for each room requested. Space can be denied with the regard to the number of people attending the event and the purpose of the room.

The College may require organizations to post a deposit when the facility is reserved. The deposit will be returned to the User if notice of cancellation is received five working days in advance of the event. Failure to leave facilities in good condition may result in the loss of deposit or additional cleaning charges.

Cancellation/No Show

The individual or group must contact the Cerf Center Administrative Assistant regarding cancellation at least *five working days in advance*. Failure to cancel a reservation by non-campus groups *five full working days prior to the* scheduled date and time will result in a charge being assessed to the person or organization.

Weather and other extenuating circumstances will be considered when determining whether a group should be charged. This decision will be left to the discretion of the Director of the Cerf College Center with appeals made through the Dean of Student Programs and Services. Late cancellation fees or failure to cancel will be assessed the full fee.

Special Charges

Non-campus groups can be charged additional fees for the use of or movement of College equipment which may incur additional cost to the College or excessive wear and tear on the equipment.

If the group wants to come in the day before the event to decorate, they can secure the room by reserving it by paying half of the room price. If the group does not want to reserve the room, the room is available for anyone to reserve. The implementations of special fees are at the discretion of

the Director of the Cerf College Center. Appeals of this decision can be made through the Dean of Student Programs and Services.

Billing

After completion of the event, the College will provide the User an invoice for the balance of rental fees and any additional charges. *Payment is due within thirty days of invoice.*

III. Classification of Users

Campus Groups

The event is initiated and sponsored by a College department, a registered student organization or by a faculty/staff member. Meetings and programs of professional organizations that take place on campus due to the professional involvement of a faculty/staff member are considered to be campus sponsored. The professional involvement must be related to the faculty/staff member's position at the College.

Public Groups

The event is initiated and sponsored by an individual or group that is not affiliated with the College. Examples of events sponsored by public groups may include but not be limited to: Wedding receptions, anniversary, private dinners, or parties.

Not for Profit

The user is a not for profit organization, as defined by the Internal Revenue Code, external to the college, holding a current ruling or determination letter from the IRS establishing the organization's 501©(3) status.

For Profit

The user is a for profit individual or organization. Examples of events sponsored by for profit individuals/organizations may include but not be limited to: Dance/Music Recitals and educational programs sponsored by businesses.

Priority of Use

Eureka College has established general priority guidelines for use in scheduling College facilities. The guidelines apply to all College facilities. Campus Groups receive first priority followed by public, non-profit and profit on a first come first served basis.

IV. Building Hours

Donald B. Cerf College Center

Monday – Friday	8am-9pm
Saturday	10am – 6pm
Sunday	12 – 9pm

Ronald Reagan Museum

Monday – Friday 8am – 9pm
Saturday 10am – 6pm
Sunday 12 – 9pm

Summer Hours

During the months of May, June and July the College practices summer hours which are as follows.

Donald B. Cerf College Center

Monday – Friday 8am – 4pm
Saturday 10am – 2pm
Sunday Closed

Ronald Reagan Museum

Monday – Friday 8am – 4pm
Saturday 10am – 2pm
Sunday Closed

V. Room/Fee Schedule

Becker Auditorium:

Seats 400, features sound system, movie screen and video projector available at an additional charge.

Rental fee: \$400 (\$200 deposit upfront)

Terrill Room:

Seats up to 300 at oval tables. A stage, dance floor or large head table will affect the maximum capacity. The room can be divided into two separate rooms. Various seating arrangements are available. The room features an in-house sound system, portable stage and portable dance floor (for an additional fee).

Rental fee: \$400 for entire room (\$200 deposit upfront)

\$200 for half of room (\$200 deposit upfront)

Rental for Day Before event: \$200

Moser Lobby:

Rental fee: \$100

Student Programs and Services Conference Room:

Conference table for up to 12 people. Also features a mounted marker board. This room is also available for limited usage.

Rental fee: \$40

Rinker Theatre: Chairs are ordered and delivered from Cook Rental. In addition to the rental fee, we charge the client the cost per chair plus the total delivery fee.
Rental fee: \$100
Fee for Setup: \$100

McCallister Chapel: Seats up to 200 people – needs approval from a faculty division chair. Must get rental tables/chairs
Rental fee: \$150

Additional Fees: Grand Piano Moved: **\$35**
Grand Piano Tuned: **\$65**
Dance Floor: **\$50**
Portable Stage: **\$7 per section** (6 sections)
DVP cart w/computer: **\$50**
Easel pad: **\$17**

****For additional information of scheduling rooms, contact the Cerf Center Office at 309-467-6407****

Early/Late Charges

The College reserves the right to charge an early/late hour charge or limit the hours for groups who wish to schedule events before or after standard operating hours. The charge will be determined by the Director of the Cerf College Center with appeals made through the Dean of Student Programs and Services. *The standard early/late hour charge is \$25.00 per hour. Early/Late opening fee \$60.00.*

VI. Center Usage Guidelines:

Scheduling

Individuals or groups must follow the College Calendar Policy when scheduling events in the Cerf College Center. Special attention will be given to the scheduling guidelines for each room when a request is made.

Only the contracted portion of the facility may be used. The College reserves the right to re-locate events when necessary. The College reserves the right to deny space, cancel reservations, or prohibit activities which are deemed to be detrimental to the health/safety of patrons, or which conflict with the general policies of the College. Space can be denied with regard to the number of people attending and/or purpose of the room.

The College requires the User to provide the Cerf Center Administrative Assistant with the event registration information, brochures and/or other advertising materials used to promote the event at least ten days prior to

the event. Placement of signs, decorations and structures must comply with the College decoration policy and may require written approval from the Director of the Cerf Center.

Fundraising

Non-campus groups may rent rooms in the Cerf College Center for an event and charge an admission fee to those attending. The event becomes a fundraiser for the group. When non-campus groups rent the Center facilities for this purpose, they may be charged the greater amount between the standard rental fee and 15 percent of the gate receipts. This implementation of this percentage charge is at the discretion of the Director of the Cerf College Center. Appeals of this decision can be made through the Dean of Student Programs and Services.

Table Rental

Tables can be reserved and placed in the Moser Lobby for the use of both campus and non-campus groups. These groups must follow the established college calendaring procedure. Non-campus groups generally must pay a \$50 per table rental fee. Special arrangements for alternative rental rates for lobby space such as percentage of revenues agreements can be made through the Director of the Cerf College Center. The College reserves the right to refuse the rental of lobby space due to the nature of the proposed use or the involvement of other activities scheduled in the lobby at that time.

Areas of Access

No one shall enter any building or area of College property when it is closed to the public. No one shall enter any building or area of the College which is reserved for a specific group/individual.

No one shall enter any portion of the property that is prohibited by sign or notice.

Indemnity and Damages

Eureka College is not responsible for lost, stolen or damaged personal property. In consideration for use of the Cerf Center and College areas and facilities, the group and its members individually waive any claim for damages or injury which arises during their participation in the scheduled event. Groups/Individuals shall assume full responsibility for the conduct of all members and guests.

Groups/Individuals will be liable for any and all damages to College property, and will reimburse the College for all damages to facilities and/or equipment. This shall include any audio-visual equipment repair and/or replacement. Please refer to the Liability Agreement below.

Safety and Supervision

Attendance at any event is limited to the established capacity of the room/area. Exits must remain open and accessible at all times. No exit door may be fastened so that the door cannot be opened from inside by use of the door handle or the crash bar. Exit ways must be free of barricades and exit signs and exit ways must be adequately lighted at all times.

All materials used as decoration must be fire resistant or flameproof. Nothing may be attached to windows, walls, posts, or furnishings without prior approval from the Director of the Cerf Center. Candles must be enclosed except over the top by glass or other fire resistant material.

Each group is responsible for its own supervision and the group and agent are considered personally responsible for the conduct of the group in College areas and facilities.

Smoking is permitted only in designated areas of the College.

The College retains the right to control the facility and enforce all rules for the safety and security of the facility.

Equipment and Furnishings

Equipment and furnishings in the Cerf Center shall not be removed for any reason without the approval of the Director.

Decoration Policy

Any group/individual using decorations is expected to leave the area in the same condition as it was found. To protect the Cerf College Center, all patrons are expected to observe the following guidelines:

Any extensive electrical power demands must be cleared by the Director of the Cerf Center and maintenance Director.

No nails, screws, hooks, etc., may be driven into any walls, floors or ceilings.

Any free-standing decorations must be stable in nature and light weight in construction.

Spray or conventional painting is prohibited. All decorations should be painted prior to being brought into the building.

Water, sand or gravel cannot be used in decorations except when specific permission is granted by the Director of the Cerf Center.

Any damage caused by the use of decorations will be billed to organization or individual responsible.

Animals

Only animals trained to assist physically challenged individuals are generally allowed in the Cerf College Center. Exceptions can be made for animals used in special programs or presentations. These exceptions must be approved by the Director of the Cerf College Center.

Bicycles, Skateboards, and Roller skates

Bicycles, skateboards, and roller skates are not to be used in the Center. Bicycles, skateboards, and roller skates must be walked or carried when moved through the Center.

Sales or Solicitations

Sales and products by individuals or groups are allowed in the Center only when tables are scheduled. Non-campus individuals or organizations must remain in the vicinity of their table when conducting business. Badgering or harassment of the Center patrons by table renters is not allowed. Renters will be asked to leave if complaints continue after warnings.

**Liability Agreement
For
Use of Eureka College Cerf Center**

I, the undersigned, understand that the Eureka College Cerf Center will be reserved for use by _____ (print) under the following conditions which I agree to observe. If I do not observe the following conditions, I may be subject to legal and financial consequences.

Please read and initial the following items:

- ____ 1. Will pay for any damages that occur on the property as a result of negligence by event sponsor(s) or attendees.
- ____ 2. Will not serve or distribute alcohol unless contracted through Sodexo Food Services.
- ____ 3. May be denied use of facility in the future if harm is caused to property and/or persons.
- ____ 4. Agree to all policies regarding decorations and promotion of events in the facility.
- ____ 5. Am responsible for normal cleanup procedures including, but not limited to: trash pickup, table decorations, any personal effects, stains/food spills on all surfaces etc.
- ____ 6. Will take care of all AV equipment used during my time in the center and if

damages occur to equipment I will be held liable for replacing or fixing damaged property.

The undersigned releases and discharges Eureka College from any liability, claims, demands, injuries, damages, actions, or causes that might occur arising from the sponsor and use of the Center.

Date Reserved _____ Time _____

Type of Event _____

Signature/ Date: _____

Address: _____

Phone Number: _____

Signature/Date of Cerf Center Staff: _____

VII. Food Service

Exclusive catering is provided by Sodexho, our on-campus food service provider. All food and beverages served at meetings or events on campus must be arranged through Sodexho. Please contact the Food Service Director at (309)467-6357 to coordinate catering requests.

If Sodexho is unable to accommodate the user's requests, the user may be authorized to make arrangements with an external vendor with written approval from the Director of the Cerf Center and the Food Service Director.

VIII. Technology Resources

The use of audio/visual equipment can be arranged through the Cerf Center Administrative Assistant. The following is a list of the different pieces of a/v equipment that may be available, depending on the room reserved.

PC

A PC is available for use for an additional charge. The PC is equipped with a USB port, and a combination CD ROM/DVD drive, the Microsoft Office 2003 Suite (including PowerPoint, Word, Excel and Access) and access to the Internet via Microsoft Internet Explorer. The PC is connected to the Data Video Projector.

Data Video Projector

Groups or Individuals may use a Data Video projector to project from a PC, laptop computer, DVD player, VCR and hand held video recorders for an additional charge.

VCR

VHS tape recordings may be projected onto a portable screen or other surface using the VCR provided for an additional charge.

DVD Player

DVD recordings may be projected onto a portable screen or other surface using the DVD provided for an additional charge.

Wireless Lapel Microphone

This is a remote microphone that can be attached to the presenters clothing to allow movement around the room.

Television with VCR and DVD players

Groups or Individuals may use a Television equipped with a VCR and DVD player for an additional charge.

Internet Access

The Cerf College Center features high-speed wireless internet throughout the facility. Please notify the Cerf Center Office at least a week before your event if you need internet access. They will coordinate with IT Services to provide a password for you.

IX. Frequently Asked Questions

- **Can I bring my own food?**

No. Sodexo is the exclusive caterer for all campus events. Contact the Food Service Director at 309-467-6357 to coordinate catering requests.

- **Is alcohol allowed in the Cerf Center?**

Yes, if contracted through Sodexo Food Services.

- **How long do I have the specific room?**

Generally, the group/organization may have the room for the standard operating hours of the building. The College reserves the right to charge an early/late hour charge or limit the hours for groups who wish to schedule events before or after the standard hours.

- **Do I need to pay a deposit?**

Yes, you will be asked to put a \$200 deposit for the facility. This money will be returned to you if there are no damages to the facility.

- **When will I be billed?**

If a room and/or equipment rental fee is due, you can expect to be billed within four to six weeks after the conclusion of your event.

- **When can I get in to decorate the room?**

Depending on the availability of the room, you could access the room the day prior to your event. The Cerf Center Director will notify you within two weeks of your event to confirm the actual date and time you can first access the room.

- **What does the rental fee include?**

The rental fee for events in the Cerf Center includes access to the room for the standard operating hours of the building, tables, chairs, podium and microphones. There is an additional charge for use of the dance floor, risers, and all AV equipment. If additional chairs/tables are needed in other rooms not requested, the user will be charged per table/chair.