



300 E. College Avenue, Eureka, IL 61530

**College/Community Use Guidelines  
May 2008**

**Table of Contents**

**I. Introduction**

**II. How to Reserve Space**  
Cancellation/No Show  
Special Charges  
Billing

**III. Classification of Users**  
Campus Groups  
Public Groups  
Not for Profit  
For Profit  
Priority of Use

**IV. Building Hours**  
Early/Late Charges

**V. Rooms/Fee Schedule**

**VI. Center Usage Guidelines**  
Scheduling  
Areas of Access  
Indemnity and Damages  
Safety and Supervision  
Equipment/Furnishings  
Decoration Policy  
Alcohol Policy  
Liability

**VII. Food Service**

**VIII. Technology Resources**

**IX. Frequently Asked Questions**

## **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. 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	Noon – 9pm

Ronald Reagan Museum

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

**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: \$275.00***

**Terrill Room:**

Seats up to 300 at oval tables. **(currently we have 38 tables and around 350-360 chairs)**

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.

**(Currently we have 12- 8T and 2-6T)** The room features an in-house sound system, portable stage and portable dance floor (for an additional fee).

***Rental fee: \$300 entire room– fee waived if \$2500 spent on catering or \$140.00 half of room – fee waived if \$1000 spent on catering.***

**Moser Lobby:**

***Rental fee: \$50***

**President’s Dining Room:**

Conference table for up to 12 people and adjacent reception room, which can be separated by curtain. This room is available only for limited usage.

***Rental fee: \$130***

## **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 American Rental in Peoria. In addition to the rental fee, we charge the client the cost per chair plus the total delivery fee.

**Rental fee: \$60**

## **McCallister Chapel:**

Seats up to 200 people – needs approval from a faculty division chair. Must get rental tables/chairs

**Rental fee: \$150**

**\*\*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.

Alcoholic beverages are not allowed without prior approval, and are subject to the Eureka College Alcohol Policy.

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 Rollerskates**

Bicycles, skateboards, and rollerskates are not to be used in the Center. Bicycles, skateboards, and rollerskates 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.

## **Alcohol Policy**

A copy of this form must be filled out and signed before alcohol can be served on premises. A copy of this form will be given to the Agent before the start of the event. The Cerf Center Office will keep the original copy for records. If at any time there is a question about this form please contact our office for clarification.

### **Eureka College Cerf Center Alcohol Use Agreement**

Thank you for choosing the Eureka College Cerf Center for your event. By completing this form, you are requesting permission from Eureka College and Sodexho to allow alcoholic beverages to be served on college property. The serving of alcoholic beverages is allowed on a case by case basis by the College and Sodexho. Our signature on the agreement evidences that you have been granted permission by the Eureka College and Sodexho to allow alcohol to be served at your event under the following conditions.

1. All alcohol service and consumption will comply with the City of Eureka and state of Illinois.
2. Renter will work with Sodexho staff to manage details involved with logistics of alcohol use.
2. Renter sponsoring the event must arrange to deliver alcohol for the event with Dining Services Manager or his/her designee.
3. A member of Sodexho staff will serve all alcohol consumed at the event.
4. No alcohol will be served to any person less than twenty- one (21) years of age. (Sodexho reserves the right to request that attendees produce appropriate identification.)
5. Alcohol may only be consumed in the room designated for the event. Alcohol will not be served outside the Cerf Center unless permission is granted by a senior staff member of Eureka College.
6. The agent for the event shall not charge any person to attend the event at which alcohol is served unless a temporary license has been filed with the Cerf Center Office.
7. Only beer and/or wine are allowed to be served at an event.
8. We reserve the right to end alcohol service and/or the event at any time if we determine that any of the rules contained in this Addendum have been complied with or if we determine that there are problems arising in connection with alcohol use.

9. Sponsor may be asked to provide proof of insurance for an event. Eureka College will notify sponsor of this in enough time to gain insurance.

By signing below, the undersigned individual acknowledges that he/she has read and understands this Alcohol Use Agreement for the Eureka College Cerf Center.

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(Print full legal name of agent utilizing the Facility)

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Company Name or Affiliation if applicable

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Signature

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Date Signed

Event Name \_\_\_\_\_

Date of Event \_\_\_\_\_

Event Description \_\_\_\_\_

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**Eureka College**, on behalf of Eureka College Cerf Center

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Signature

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Date signed

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Name Printed

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Title

**Liability**

The following outlines the conditions to which the outside group/individual agree to prior to renting the Cerf College Center. A copy of this form must be filled out and signed before an event can be held on the premises. A copy of this form will be given to the client before the start of the event. The Cerf Center Office will keep the original copy for records. If at any time there is a question about this form please contact our office for clarification.

**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 before, during, or after my event on Eureka College Property unless Alcohol Use Agreement has been signed.
- \_\_\_\_ 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: trash pickup, table decorations, any personal effects, 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. When renting specific areas of the Cerf Center, rental rates may be waived depending on the amount of food and beverage purchased through Sodexho.

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.

## **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, after an **Alcohol Use Agreement** has been completed and approved. Only beer and wine containing 12% or less alcohol by volume is allowed in the Cerf Center. Only individuals of legal age in the state of Illinois (21) are allowed to consume alcohol. See the **Cerf College Center Alcohol Policy** for a complete list of rules and regulations.

- **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.

- **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.