



INSTITUTIONAL ADVANCEMENT – FACILITY RENTAL POLICIES AND PROCEDURES

EXTERNAL GROUPS ON CAMPUS

Outside groups, organizations or individuals who desire to hold an event or activity at Arizona Christian University must first receive approval from the Advancement Coordinator before the event or activity is promoted. Requests must be submitted via the [Facility Rental Request Form](#). This form will be reviewed by the Advancement Coordinator, who will either approve or deny the request or ask for additional information to aid in the decision.

Policies

Facility Rental Requests

A request to host an event or activity at the university does not guarantee the approval of the event or activity.

Priority approval is given to university programs.

All requests should be submitted for approval at least one month prior to the event. It is recommended that groups seeking to use university facilities begin communication with the University as soon as possible to ensure there are no scheduling conflicts and there are adequate resources for the event.

The University reserves the right to shift groups to an alternative space (rather than the space originally reserved) should it be necessary in order to accommodate pressing university needs.

The University reserves the right to establish the location of an event on the campus, limit the duration, mandate levels of service in the form of security, custodial, and other support staff, and establish other conditions with respect to the use of the University's facilities. ACU also reserves the right to coordinate and schedule alternative activities and events in other school facilities.

Requests to hold events or activities in the Residence Hall will be forwarded to the Director of Residence Life. He or she will make a recommendation to the Advancement Coordinator based on availability, impact on student living conditions, and benefit to the University.

Any events involving children and youth require adequate adult supervision, provided by the reserving licensee(s) or invitee(s).

Some events may have city, county, or state permitting requirements. It is the responsibility of the group or organization to obtain said permits and to provide a copy to the University.

Any facilities that are made available for usage are meant to further ACU's calling to minister to others, in the vein of charity and witnessing to our faith. For this reason, ACU property cannot be used for purposes that contradict the institution's beliefs, which would constitute a grave violation of the institution's faith and religious practice, as well as degrade ACU's religious integrity.

(2 Corinthians 6:3; and 14; 2 Thessalonians 5:22)

ACU reserves the right to accept or deny any applicants who seek to utilize or reserve ACU facilities or property. Permission that is granted to licensee(s) or invitee(s) to utilize ACU facilities or property shall not be transferred or passed to any alternative individual, group, or school without the written permission of ACU.

Events are considered scheduled and ready to promote only when the University approves an event or activity in writing to the requesting group.

Event Promotion

Events are not to be promoted until the contract agreement has been signed by rental group and returned to the University. The University has the right to deny the Facility Rental request if promotion of event occurs before signed contract has been returned.

The University requires the following disclaimer be included in any advertising that uses the name “Arizona Christian University” or official Arizona Christian University logo: “This is not an official function of Arizona Christian University.”

A copy of all advertisements, programs and materials must be provided to the University for review and approval prior to event promotion.

No decorations are to be installed without first securing University approval. The driving of nails, tacks, or other metal articles into walls, or posting of papers and signs marring the property in any way are absolutely prohibited. Decorations may not be tacked, pinned, taped or otherwise affixed to or placed on walls, ceilings, windows, doors, molding, and furniture within university space. Promotional posters may not be placed on any glass doors on university property. Glitter will not be permitted without prior approval. Charges related to the extent of any damage or custodial needs due to the use of decorations will be incurred.

Events that include any type of fundraising, solicitations, ticket sales, or sales of goods must be pre-approved by the University, referenced in the Fundraising Activity Policies and Procedures.

Compliance/Campus Disruption

In compliance with federal, state, and local laws, Arizona Christian University prohibits the unlawful possession, use, manufacturing, dispensation, distribution, and/or sale of a controlled substance, alcohol, tobacco, or vapor products by students, staff, faculty, adjunct faculty, or visitors in the workplace, while conducting university business, or attending university-sponsored activities/events on, or off campus host sites.

Individuals attending university-sponsored activities/events (on or off campus) or events hosted by the facility rental groups are prohibited from entering and remaining on the premises while under the influence of alcohol or drugs. If in violation, guests must leave the premises immediately. Guests who must use tobacco or vapor products during the activity/event may do so off campus along the public sidewalks that surround the campus or off campus sites.

The following is to address disruptive behavior at events/activities on campus: Individuals, members of groups, organizations, and their guests hosting or attending activities, or events on property controlled, operated, or owned by the university are expected to conform to Arizona Christian University’s Code of Conduct, and federal, state, county, and city laws/ordinances.

Disruptive behavior will not be tolerated. Disruptive behavior may best be defined as any behavior that inhibits the event or activity. This includes but is not limited to an individual or group’s conduct, behavior, or speech:

- Physical violence
- Verbal abuse

- Harassment
- Intoxication
- Use of illegal drugs, alcohol, tobacco, or vapor products
- Failing to respect others when expressing their own view points
- Entering the playing field/court during an event or activity

Any person(s), while on University-owned or -controlled premises, who willfully refuse the request or command of an authorized University official to desist in any prohibited conduct may be ejected from the premises and subjected to arrest.

Individuals, groups, and organizations holding events on the property of Arizona Christian University shall be solely responsible for the conduct of the event attendees in accordance with all conditions established by the University and for the matter presented at the event. The University reserves the right to terminate its consent to the use of its property if the event violates the University's values and beliefs, incites or is likely to lead to violence or danger to person or property, advocates violence, breaking the law, overthrow of government, or otherwise violates or imminently threatens to violate the law or rights of others.

In regards to facility usage, ACU seeks to avoid any conduct that contradicts its religious beliefs (1 Peter 2:12). School property issues or disputes are directly related to religious doctrine and practice, as all facilities are utilized in a manner to advance or express ACU's Christian mission, message, and viewpoint (Colossians 3:17). In the event that school facility use departs in any way from ACU's doctrine, mission, Written Statements of Faith, teaching or policies, ACU's designated authority shall exclusively resolve any disputes.

Each individual, group, or school utilizing ACU facilities (including equipment and property) is required to abide by all ministry guidelines, requirements and use restrictions at all times. Each individual, group, or school is required to sign ACU's Facility Rental Contract.

Licensee(s) or invitee(s) reserving ACU facilities or property must confine said usage to pre-approved areas of the property, as provided for in their Facility Rental Contract.

ACU incorporates by reference its Code of Conduct, as if fully set forth herein.

ACU incorporates its Statement of Faith on Marriage, Sexuality, and Gender Identity, as if fully set forth herein.

Rental Fees

Facility rental charges are nonrefundable and must be paid in full one week before the start of the event. Exception: Rentals cancelled due to an emergency or severe weather will receive a full refund or credit for rescheduled date. Any cancellation within 48 hours regardless of weather will still incur charges and will be handled on a case by case basis.

Groups with rental charges totaling \$500 or more will be expected to pay a non-refundable deposit (amount dependent on total price) upon signing of the contract.

Institution facilities are to be used with care and left in good, clear condition. Rental groups will be responsible for paying a replacement fee for any items that are damaged, broken, or lost. Cost will be dependent on type of item and extent of damage.

There is a \$20 Residence Hall keycard fee for any keys that are lost or broken.

Insurance and Permits

All who reserve ACU property or facilities for use agree to release, protect, defend, indemnify and hold harmless ACU and its trustees, officers, employees, members and other representatives from and against any and all liabilities, claims, losses, damages, actions, costs and expenses, arising out of their use of University property and/or facilities, including but not limited to personal injury, property damage, court costs or attorney's fees. The outside group, organization or individual affirms that it has appropriate liability insurance coverage, and will supply a certificate of insurance to the university. Liability insurance and all applicable taxes are the responsibility of the outside group, organization or individual.

Any and all damage occurring to ACU's facilities as a result of their use or reservation, shall be repaired and replaced by the licensee(s) or invitee(s), at a cost determined by the University or their designee.

A certificate of insurance must be provided before the non-university organization's event takes place. The certificate of insurance must have a minimum \$2,000,000 combined single limit and it must name Arizona Christian University as an "additional insured," and indicate the user's coverage is primary.

All facility rental groups serving food need to have the proper permitting from the Maricopa County Environmental Services Department and be in compliance with the Maricopa County Environmental Health Code.

Permit Applications:

<http://www.maricopa.gov/DocumentCenter/Home/View/6384>

<http://www.maricopa.gov/DocumentCenter/Home/View/6283>

Vendor Requirements:

<http://www.maricopa.gov/DocumentCenter/Home/View/6310>

<http://www.maricopa.gov/DocumentCenter/Home/View/6325>

<http://www.maricopa.gov/2268/Food-Service-Worker-Training>

Additional Regulations

Children ages 0 - 12 must be accompanied by an adult at all times while on University Property.

No animals are allowed inside University facilities except those used to assist individuals with disabilities.

Preparation and service of food may be provided by any licensed caterer including SODEXO, the University's contracted food-service management firm, and must be pre-approved. Any external caterer must provide the University with a Certificate of Insurance at least 14 days prior to the event. Eating and drinking are permitted only in areas designated for that purpose.

Any event using University space must conclude no later than 11 p.m., unless special permission is granted by the University. Regulations relating to parking, traffic control and security are to be observed by all groups.

Applicant affirms that the signing of the reservation contract constitutes agreement to these policies and procedures. In the event of failure by applicant and/or group to abide by policies as stated, the University reserves the right to cancel the event or to require removal from University property.

Procedures for Request

- Go to arizonachristian.edu.
- Select “Contact” at the top of the homepage.
- Select “Facility Rental Request Form.”
- Complete ALL form fields and “Submit” the form.
- Acknowledgement of submission will be emailed to the requester within 48 hours. This email IS NOT APPROVAL for the event.
 - Requester may receive a follow up request for additional information to assist our Advancement Coordinator in the decision process.
 - Requester will receive a contract to review, sign, and return back to the University.
- Every request is reviewed by the Advancement Coordinator, and the requester will be notified via email within two weeks regarding whether the event was approved or denied. This email will also contain any additional information requester may need regarding the rental.
- After notification that the event has been approved, event promotion may begin.

Terms of Agreement and Conditions

I, the undersigned, agree that all of our members, employees, and volunteers must affirm and adhere to this Facility Use Policy referenced therein to qualify for involvement with the school. This is necessary for ACU to accomplish its religious mission, goals and purpose.

I have received, reviewed and agree to adhere to all ACU’s policies, including but not limited to the Statement of Faith on Marriage, Sexuality, and Gender Identity, Bylaws, Standards of Morals and Conduct, and Statement of Religious Authority. I have read and fully understand the Facility Rental Policies and Procedures, and the Facility Use Agreement and hereby expressly agree to adhere to all guidelines, requirements, restrictions and other provisions set forth therein.

I request to use the school facilities for the express purpose indicated above, and will utilize said facilities in a manner consistent with these stated purposes. To the best of my knowledge, I am not aware that the reserving individual, group, or school holds, advances, or advocates beliefs that conflict with the school’s faith or moral teachings.

It is agreed and understood that this contract shall remain in force only for the term in which I comply with ACU’s policies, as set forth herein, and as long thereafter as I comply. I understand that all facilities privileges automatically terminate if I engage in any conduct or avocation of conduct that stands in contradiction to ACU’s stated beliefs, policies, and mission as set forth herein. I agree to notify ACU authority immediately upon the knowledge that school facilities or properties are being utilized in a manner inconsistent with school policies. I submit to the Designated Authority of ACU to resolve any disputes relating to school property or facility use.

I have read, understand and will abide by the terms and obligations provided above and in the *ACU Facility Rental Policies and Procedures*. I, the undersigned, officially agree to said terms as of the date signed below.

Signature of renting Official _____ **Date** _____

Signature of Arizona Christian University Official _____ **Date** _____