CTS EVENT POLICIES AND PROCEDURES

January 1, 2015

EVENT CLASSIFICATIONS and SERVICES AVAILABLE ........................................................................... 2

- Level 1: Outside room rental .............................................................................................................. 2
- Level 2: Space donated event .............................................................................................................. 2
- Level 3: Co-sponsored event (outside lead) ......................................................................................... 3
- Level 4: Co-sponsored event (CTS lead) ............................................................................................... 4
- Level 5: CTS event (sole sponsor) ....................................................................................................... 4

FEE LISTING ...................................................................................................................................... 5

- Room rental (2015 rates) .................................................................................................................. 5
- Set up and clean up ............................................................................................................................. 5
- Overtime charges ................................................................................................................................. 5
- Student assistant for weekend events ............................................................................................... 5
- Traffic and security ............................................................................................................................. 5
- AV equipment .................................................................................................................................... 5
- Musical instruments ............................................................................................................................ 6
- Communications packages (negotiated at time of contract) ............................................................ 6

POLICIES ........................................................................................................................................ 7

- Catering ........................................................................................................................................... 7
- Reservation timeline limits .................................................................................................................. 7
- Alcohol ............................................................................................................................................. 7
- AV support ....................................................................................................................................... 7
- Building hours ................................................................................................................................ 7
- Student assistant for weekend events ............................................................................................... 8
- Insurance policies on file .................................................................................................................... 8
- Events including minors .................................................................................................................... 8
- Restrictions ....................................................................................................................................... 8
- Responsibilities of User ..................................................................................................................... 9
- Building closures due to weather conditions .................................................................................... 9
PROCESS for EVENTS at CTS

1. Application submitted by outside group or CTS Internal Contact, if there is one. Preferably this occurs by at least two to three months prior to the event. *(Note in POLICIES section that there are limits to how much in advance some rooms may be reserved.)*

2. Event committee reviews application and, if approved, selects appropriate classification

3. CTS Internal Contact is identified/selected, if one is needed, and space is reserved for the event

4. Communications protocol and request forms are provided, if needed, and completed

5. Contract is negotiated and signed by CTS and all necessary parties

6. Event services are made available as described below and as agreed to in the contract

EVENT CLASSIFICATIONS and SERVICES AVAILABLE

Level 1: Outside room rental

This is an outside group who is renting space from CTS to hold their event. Other fees listed at the end of this document may also apply, depending on the services required for the event.

Primary CTS event contact: Logistics and Space Use Manager

Services included in rental fee:

- Logistics and Space Use Manager reserves spaces, coordinates room set up and AV needs, provides signage in the building
- Basic room set up provided (extensive set up or clean up may increase fees charged)
- Basic AV equipment provided, as available, but AV and IT assistance is only available on weekdays
- Events requiring the building to be open outside regular hours may incur extra charges
- No communication or promotion services are provided by CTS

Level 2: Space donated event

This is an event sponsored by an outside group to which CTS chooses to donate the space for the event or offer it at a reduced rate. In addition, other fees listed at the end of this document may still apply, depending on the services required for the event.

Discounts for, and donations of, space for meetings or events may apply to CTS Affiliates. Affiliates are defined as the following: current students, faculty, staff, and trustees.

Primary CTS event contact: Logistics and Space Use Manager

Services included:
• Logistics and Space Use Manager reserves spaces, coordinates room set up and AV needs, provides signage in the building
• Basic room set up provided (extensive set up or clean up may increase fees charged)
• Basic AV equipment provided, as available, but AV and IT assistance is only available on weekdays
• Events requiring the building to be open outside regular hours may incur extra charges
• No communication or promotion services are provided by CTS, but CTS retains the right to review all publicity material acknowledging CTS’s donation. Additionally, CTS will be informed at the time of contract signing the minimum number and type of promotional pieces that will need review to assure wise use of its in-kind donation.

**Level 3: Co-sponsored event (outside lead)**

This is an event in which CTS is a secondary co-sponsor (possibly one of several) in which a primary co-sponsor is taking the lead for planning the event. In this situation, CTS would be providing the space as an in-kind donation, but other fees listed at the end of the document may still apply, depending on the services required for the event and how those services are negotiated between CTS and the co-sponsor(s). A CTS Internal Contact will be named during the contract process, and this person will be the primary contact for event planning with the outside co-sponsor(s).

Primary CTS event contact: CTS Internal Contact

Services included:

• CTS Internal Contact manages all communications between CTS and the lead co-sponsor and is the liaison between the co-sponsor(s) and all required CTS services
• Logistics and Space Use Manager reserves spaces, coordinates room set up and AV needs, provides signage in the building
• Basic room set up provided (extensive set up or clean up may increase fees charged)
• Basic AV equipment provided, as available, but AV and IT assistance is only available on weekdays
• Events requiring the building to be open outside regular hours may incur extra charges

Optional services for additional fees (see Communications packages section):

• Some communication/promotion services are available with the costs to be shared among the co-sponsors as agreed to in the contract
• CTS retains the right to review any materials in which CTS is mentioned by co-sponsors
• If the option of having CTS handle the Eventbrite registration is chosen, the CTS Logistics and Space Use Manager will answer questions, prepare registration lists, and handle the tracking and disbursement of funds collected
Level 4: Co-sponsored event (CTS lead)

This is an event in which CTS is the primary co-sponsor (possibly among several secondary co-sponsors) and is responsible for the primary planning of the event. In this situation, CTS would be providing the space as an in-kind donation, but other fees listed at the end of this document may still apply, depending on the services required for the event and how those services are negotiated between CTS and the co-sponsor(s). A CTS Internal Contact will be named during the contract process, and this person will be the primary contact for event planning with the outside co-sponsor(s).

Primary CTS event contact: CTS Internal Contact

Services included:
- CTS Internal Contact is the liaison between the co-sponsor(s) and all required CTS services
- Logistics and Space Use Manager reserves spaces, coordinates room set up and AV needs, provides signage in the building
- Basic room set up provided (extensive set up or clean up may increase fees charged)
- Basic AV equipment provided, as available, but AV and IT assistance is only available on weekdays
- Events requiring the building to be open outside regular hours may incur extra charges

Optional services for additional fees (see Communications packages section):
- Most communication/promotion services are available with the costs to be shared among the co-sponsors as agreed to in the contract
- CTS retains the right to review any materials in which we are mentioned by our co-sponsors
- If the option of having CTS handle the Eventbrite registration is chosen, the CTS Logistics and Space Use Manager will answer questions, prepare registration lists, and handle the tracking and disbursement of funds collected.

Level 5: CTS event (sole sponsor)

This is an event in which CTS is sole sponsor of an event and has full control of the event planning and execution.

Primary CTS event contact: Logistics and Space Use Manager

Services included:
- Logistics and Space Use Manager reserves spaces, coordinates room set up and AV needs, provides signage in the building, manages Eventbrite registration and funds
- Room set up provided
- Basic AV equipment provided, as available, but AV and IT assistance is only available on weekdays
- All communication or promotion services are provided by CTS, as appropriate
FEE LISTING

Note: Fees are due on the day of the event. If fees in addition to those negotiated are required due to violation of policies, they will be billed to the organization after the event.

Room rental (2015 rates)

<table>
<thead>
<tr>
<th>Room</th>
<th>First two hours</th>
<th>Each addtn’l hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small unmediated rooms (30 people or fewer)</td>
<td>$120-125</td>
<td>$55</td>
</tr>
<tr>
<td>Small mediated rooms (30 people or fewer)</td>
<td>$140</td>
<td>$65</td>
</tr>
<tr>
<td>Canfield Room (mediated, 14 people max)</td>
<td>$175</td>
<td>$75</td>
</tr>
<tr>
<td>Large unmediated room (holds 40 people)</td>
<td>$175</td>
<td>$75</td>
</tr>
<tr>
<td>Large mediated rooms (hold 31-80 people)</td>
<td>$195</td>
<td>$75</td>
</tr>
<tr>
<td>Room B29 (holds 40-60 people)</td>
<td>$210</td>
<td>$75</td>
</tr>
<tr>
<td>Café (130 people max)</td>
<td>$200</td>
<td>$75</td>
</tr>
<tr>
<td>Common Room (176 people max for theater seating or standing reception, 160 people max for sit down dinners)</td>
<td>$300</td>
<td>$75</td>
</tr>
<tr>
<td>Shelton Auditorium (425 people max)</td>
<td>$400</td>
<td>$75</td>
</tr>
<tr>
<td>Sweeney Chapel (400 people max)</td>
<td>$500</td>
<td>$75</td>
</tr>
</tbody>
</table>

Set up and clean up

$50 when set up or clean up is required beyond standard room configuration

Overtime charges

$45 per hour per person required (Please see the Building Hours information in the Policies section to determine whether this might apply to your event.)

Student assistant for weekend events

When an event occurs on a weekend, a student assistant will be on site. This cost may be passed on to the organization from CTS, or it may it be billed directly to the org from the student. TBD

This program is still under development, and the cost for this has not yet been finalized. This document will be updated as soon as that information is available.

Traffic and security

CTS has a total of 230 parking spaces in all of our parking lots combined. If you anticipate a large crowd will be attending an event, additional traffic management or security staff may be required for a period beginning one hour before the event starts until one hour after the event ends. We subcontract this work and pass the cost along to you. This generally runs about $75/hour.

AV equipment

$20.00 for an AV cart use in an unmediated room
$75.00/hour for sound and lighting assistance in Shelton Auditorium
Musical instruments

Pianos: The following rooms have pianos located in them and use of the piano is included in the rental of the room: Sweeney Chapel, Shelton Auditorium, Room 166.

Electric pianos: There is a $75 for use of the electric piano in rooms that do not have a piano present. Use of the electric piano requires that a CTS person trained in the use of the piano is present and that a signed agreement on file with the organization using the piano taking responsibility for any damages to the piano that might occur during the event. You will be charged for any damage to the equipment.

Organs: There are organs in Sweeny Chapel and Shelton Auditorium that may be used during events only if we have approved the organist that will be playing the instrument. Please supply the name and credentials of the organist in advance of the event for us to review them and/or ask them to come meet with our organist for approval.

Communications packages (negotiated at time of contract)

For Level 3 and 4 events:

Package 1 (all inclusive): $1,750
• Development of an Eventbrite registration page
• Event listing on the CTS website with link to registration page
• Pre-event News story on CTS website, promoting attendance and featuring registration page link
• Lobby monitor slide up for a minimum of two weeks pre-event and featuring registration info
• Other email and electronic communications sent through appropriate CTS internal and external channels with registration link

Package 2 (may be combined with package 3): $ 350
• Development of an Eventbrite registration page
• Event listing on the CTS website with link to registration page

Package 3 (may be combined with package 2): $ 400
• Pre-event News story on CTS website, promoting attendance and featuring registration page link
• Lobby monitor slide up for a minimum of two weeks pre-event and featuring registration info

For Level 4 events only (a la carte):

• Development of a strategic communications plan $ 400
• Media contact/Public relations to include possibility of television/radio $ 125/hr
• Filming or recording an event $ TBN
POLICIES

Note: Violation of policies may lead to additional charges after the event, at the discretion of CTS.

Catering

Christian Theological Seminary has a contract with Maarten Catering that gives them first right of refusal on all food and beverage service in the building. No food or beverages may be brought in by events or by other catering services unless Maarten Catering has decided not to provide for the event. Each event must negotiate directly with Maarten Catering for services rendered. This is not a service that CTS or the CTS Logistics and Space Use Manager provides directly, although the Logistics and Space Use Manager can help facilitate contact, if needed. Maarten Catering can be reached at cateringbymaarten@yahoo.com or at 317-503-2092.

Reservation timeline limits

Canfield Room cannot be reserved more than one month in advance.

The following rooms may not be reserved more than five months in advance: Large classrooms (holding more than 30 people), Room B29, Café, Common Room, Shelton Auditorium, and Sweeney Chapel.

CTS reserves the right to make changes to any/all schedules/locations in order to accommodate seminary business. This includes contractual agreements for any group. CTS may adjust or waive charges based on these changes, at its discretion.

Alcohol

Possession and/or use of alcohol in seminary buildings and grounds is prohibited with the exception of officially sanctioned purposes. State underage drinking laws will be strictly enforced. Abuse of alcohol will not be tolerated.

AV support

Our IT staff is not available on the weekends to provide support for mediated classrooms or other AV needs for events. It is highly recommended that event leaders schedule a time to come learn how to use our mediation during normal working hours on a weekday prior to an event. On weekdays, assistance with basic mediation needs is available as part of the rental of mediated rooms or AV carts.

CTS will supply the sound and lighting technician, if this is needed, in Shelton Auditorium. Please refer to the price list earlier in this document for the cost of these services. These services must be requested upfront and be part of the negotiated contract for the event.

Building hours

The building is available for events between the hours of 8 am and 9 pm on weekdays and between 8 am and 3 pm on Saturdays. The building is not open on Sundays. If your event will require the building to be open outside of these hours, including delays in locking up the building after event, there will be overtime fees charged to cover the overtime we must pay our staff for the extra time worked. See the fee listing section for the current overtime rate.
Student assistant for weekend events

Events that occur on weekends will require an additional fee to cover a student assistant who will be in the building to help the event organizers to direct traffic, answer questions, etc., unless the Internal Contact will be present and is able to provide this level of support. See the fee listing above for cost.

Insurance policies on file

If the event classification is Level 1–3, outside organizations will be required to submit a Certificate of Insurance at the time of contract negotiation showing comprehensive general liability coverage that names CTS as the Certificate Holder and that entitles CTS to notice from the insurer prior to any cancellation or nonrenewal of the insurance coverage. The insurance coverage shall be in the amount of $1,000,000 per occurrence and $2,000,000 in the aggregate. CTS must have this documentation on file before the event occurs.

Organizations with recurring events only need to provide documentation once, as long as the certificate remains current, but CTS will also need to be named as additional insured in this case so that we will be notified if the insurance is terminated during the period.

If an organization does not have such verification of insurance coverage, event insurance of the same coverage levels naming CTS as certificate holder may be substituted instead.

CTS and/or its employees shall not be responsible for damage or loss of property on CTS premises sustained by the organization using space at CTS, a participant in a program being held at CTS, or anyone attending any program or event on the Seminary’s property. The organization(s) sponsoring events here shall indemnify and hold CTS harmless from any claims arising from its use.

Events including minors

Any events held at CTS that include minors must maintain the following child to adult ratios:

<table>
<thead>
<tr>
<th>Age of Youngest Minor</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant (6 weeks until walking)</td>
<td>1 adult per 4 minors</td>
</tr>
<tr>
<td>Toddler (walking until 2 years)</td>
<td>1 adult per 5 minors</td>
</tr>
<tr>
<td>2 years</td>
<td>1 adult per 6 minors</td>
</tr>
<tr>
<td>3 years</td>
<td>1 adult per 10 minors</td>
</tr>
<tr>
<td>4 years</td>
<td>1 adult per 12 minors</td>
</tr>
<tr>
<td>5 years</td>
<td>1 adult per 15 minors</td>
</tr>
<tr>
<td>6 years</td>
<td>1 adult per 20 minors</td>
</tr>
</tbody>
</table>

Restrictions

The following items may not be used on CTS premises without special permission: balloons, glitter, confetti, or other small items that are challenging to clean up.
No adhesives, staples, tacks, or taping of any type may be used to hang items on any wall, window, door, or other surface without prior special approval. Any item found improperly displayed will be removed and any damage to the above will be charged to the appropriate group.

The City of Indianapolis prohibits candles or other open-flame devices or burning incense in public buildings except in the observance of a bona fide religious service. If you meet these requirements, please include your request for the use of candles with details about location, number, and importance of candles to your service in your reservation application form.

No food or drink is allowed in the Chapel or Auditorium, with the exception of communion services in the Chapel, without prior special approval. Any exceptions, including communion services, must be requested as part of your reservation application form.

No smoking is allowed on seminary property.

No firearms are allowed on seminary property at any time.

With the exception of service animals, no animals are permitted at events without prior approval.

**Responsibilities of User**

Groups and individuals will be responsible for any negligent damage to seminary property.

Tables, chairs, and/or other furniture used are to be returned to their original places. Any debris on the floor or tables must be cleared away and rooms used left in good condition. Restrooms are to be left clean. Should there be a spill, please clean the floor immediately. Floors should be wiped up of any liquid or food. Carpeted floors should be blotted with water soaked paper towels and dried with paper towels. Please notify your CTS Internal Contact or Facilities Staff of the location of the spill so the cleaning service can give it immediate attention.

Groups using outdoor facilities are responsible for keeping the grounds clean and free of trash, bottles, containers, and papers. Rubbish must be disposed of by removing it from seminary property.

**Building closures due to weather conditions**

In the event that CTS closes for an entire day, opens late, or closes early due to weather conditions, this closing information will be posted on WTHR 13 (NBC), as well as all other regional television network affiliates and local radio stations as soon as it is available. In addition, the CTS Logistics and Space Use Manager will notify the person listed on the request form with information about the closing as soon as possible. Please provide good contact information so that you can be reached under these circumstances.