



WILLIAM PENN UNIVERSITY

USE OF UNIVERSITY FACILITIES: POLICIES & PROCEDURES

GENERAL INFORMATION

Whether your group anticipates a training seminar, a private awards ceremony, or an elegant reception with friends and family, William Penn University's goal is to provide your group with quality service.

The success of your event is our highest priority. By utilizing our resources to best meet your needs, we provide a welcoming environment for all groups.

William Penn University offers a number of services. We offer unique and traditional facilities, audio/visual equipment, catering, and more.

Sodexo Catering Service is also available to all conferencing events. Sodexo provides an extensive menu that caters to best fit your needs. They offer refreshments, informal and formal buffets, and several take-out options.

BILLING & DEPOSITS

Deposits vary per room and are subject to change. A 25% deposit is required for all reservations over \$100. Deposits are non-refundable should cancellation occur less than two weeks prior to the scheduled event. Cancellations received up to two weeks before the event will receive a full refund of their deposit.

Full payment is due prior to the event. Payments can be made by credit card, debit card, check, or cash. The payment must be admitted to the Event Coordinator, who will then submit the payment to the business office.

If the full payment is not received the day of or prior to the event late charges may be applied, a late payment penalty of 1% the original fee will be charged. If payment is more than 30 days past due, an additional 1% will be added making it a 2% penalty of the original fee.

DAMAGES & LIABILITY

The University reserves the right to inspect and control all events on the premises. Damages to property and/or equipment will be charged accurately. The University cannot assume responsibility for personal property or equipment brought onto the campus. Nor can the University be held responsible for injuries, claims, damages, or expenses resulting from destruction of University property by guests of the function.

INSURANCE

Athletic groups/camps must provide certificate of general liability insurance with per occurrence and aggregate limits not less than \$1,000,000.

SECURITY

Campus security will be available 24 hours a day. In case of an emergency they can be reached by dialing 641-673-1170.

PARKING

The University is not responsible for loss or damage to vehicles or their contents while parked on University property. Vehicles are not to be parked on the lawn or sidewalks, in loading zones, fire and service lanes, handicapped spots, or trash collection areas. The University reserves the right to assess a fine or tow any vehicle in violation of parking regulations at the owner's expense. William Penn will not be held responsible for any ticketed parking violations occurring on behalf of the client.

FOOD & BEVERAGES

All food and beverages consumed on campus must be obtained from the in-house catering service unless a mutual agreement between the parties has been reached. For menus and pricing please contact Sodexo at 641-673-1069 or 641-673-1071. You may also review their selections at: <http://www.wpucampusdining.com/>

DECORATING & CLEAN UP

All decorating or movement of any facility furniture i.e. tables, chairs, sofas must be approved in advance by the Conferencing Coordinator. Decorations and furniture must be removed and set back to their original place immediately after the event by the organization or individual. Trash should be placed in the receptacles provided by the University. Guests will be fined for excess mess or unauthorized furniture movement. For example, the use of confetti or rice anywhere on University property will automatically result in a \$40.00 cleaning fine, the unauthorized rearrangement and movement of furniture will also result in a \$40.00 fine. The use of candles or open flame of any kind is discouraged for fire safety reasons.

Doorways, hallways, stairways, and fire exits cannot be blocked or obstructed at any time.

ROOM SET-UP

A set-up fee will be charged to parties exceeding 75 people. Fees will also be applied for the set up of large equipment such as a stage and/or bleachers.

AUDIO VISUAL & MEDIA EQUIPMENT

Audio and visual equipment, such as projectors, screens, laptops, and sound equipment, are available to rent at an additional charge. Please check with the Event Coordinator at the time of reservation for any equipment needs.

KEY CHECK-OUT & RETURN

During the summer break William Penn University have dorm rooms available for rent for periods no longer than two weeks unless prior arrangements have been made and the stay has been approved by Cabinet. Visitors will be given keys for the room and dorm building upon arrival. Guests will be charged accordingly for keys lost or not returned upon departure.

THUNDERSTORM & TORNADO INFORMATION

Watson Hall: North wing of 1st floor

Eltse Hall: Area near restrooms

Lewis Hall: Main room of the unit on the lowest floor

Twin Towers: Hallways on lowest level

Penn Hall: Hallways of the lowest level

McGrew: North & South hallways and restrooms

Wilcox Library: Basement & Restrooms

Dana Atkins Memorial Union: Hallway of the lowest level

Musco Technology Center: Restrooms on lower hallway

Penn Activity Center: Restrooms/Locker rooms

BEFORE BOOKING YOUR EVENT PLEASE FILL OUT THE FOLLOWING:

Event Name:

Profit/ Nonprofit:

Event Head:

Contact Information:

Address:

Phone #:

E-mail:

Date(s):

Time(s):

Location(s):

of People

Set-Up Requests:

CONTACT:

William Penn University is proud to support you in the planning of your event. We take pride in our facilities and are eager to assist you with all your needs. For reservations and full pricing information please visit our website, <http://www.wmpenn.edu/AboutPenn/Facilities/> or contact:

Olivier Mwiseneza
Conferencing Graduate Assistant
641-673-1382 | mwisenezao@wmpenn.edu

Melissa Daniels
Marketing & Communications Manager
641-673-1078 | Melissa.Daniels@wmpenn.edu

PLEASE READ AND SIGN:

I (we) understand that William Penn University, it's staff, and members of the board, will not be held liable for any injury or damage which may occur to me my guests, and/or members of the above party. I (we) will provide proof of insurance to the University prior to the planned event.* I (we) agree to uphold and abide by the rules and regulations laid out in this contract, which was written and approved by William Penn University.

Signature _____

Date: _____

Please return signed contract to:

Olivier Mwiseneza
Conferencing Graduate Assistant
641-673-1382 | mwisenezao@wmpenn.edu

Melissa Daniels
Marketing & Communications Manager
641-673-1078 | Melissa.Daniels@wmpenn.edu

*if athletic camp or athletic event