



## Internal Event Policies

**The policies and procedures within this document reflect this institution's desire to represent Christ, the Kingdom, and Southern Seminary. As we strive to enhance the experience of the seminary community through events held on campus, our goal is to uphold this standard. Reservations for all conferences, meetings, and events held on campus are requested through Event Productions. Each reservation request is submitted through an approval process for consideration of event content, scheduling and space availability.**

**Event Productions – Purpose:** The Event Productions office exists to support the departments of The Southern Baptist Theological Seminary by orchestrating and executing conferences, retreats, academic events, and meetings. To accomplish this, the Event Productions team will provide professional, creative, event planning tools and counsel to ensure goals are met, quality is upheld, and institutional standards of hospitality and professionalism are kept.

**Mission Statement:** Our mission for internal events is to represent Christ, the Kingdom, and Southern Seminary in our service to each office as you plan your event, to deliver professional conduct in executing events and in modeling the image of Christ in all events, from business meetings to parties.

**Conduct and Belief:** The Southern Baptist Theological Seminary (SBTS) is an agency of and was established to serve the needs of the Southern Baptist Convention. As such, it imposes religious standards on users and guests. These standards are reflected in our mission statement (<http://www.sbts.edu/about/truth/mission/>), our Abstract of Principles (<http://www.sbts.edu/about/truth/abstract/>), and our Student Handbook (<http://www.sbts.edu/current-students/policies/student-conduct/>). SBTS expects clients and guests to conduct themselves in a manner that will in no way detract from or be contradictory to these standards. Enforcing these standards assures that no activities or views expressed by groups using the SBTS facilities interfere with the ability and obligation message. Therefore, this institution reserves the right to deny usage or to expel any group or individual that engages in activities that SBTS finds inconsistent with the standards mentioned above or if management deems that denial or expulsion to be in the best interest of the institution.

**Catering:** All Catering must be coordinated by the SBTS Event Productions office. Due to state health code standards all food and beverage items must remain in the meeting/banquet area unless prior approval to remove items has been granted by Event Productions.

**Communion:** Communion is not allowed as a part of meetings, seminars, retreats, or other events held at Southern Seminary. A group may petition for an exception to this policy if the group represents a local church body.

**Decorations:** Decorations and other materials may be not attached to any wall, wood surface, mirrors, picture, or light fixtures inside or outside. Glitter, confetti, nails, tacks, screws, tape, adhesives, hot wax, staples or other similar fasteners may not be used. Only pillar or votive candles may be used in banquet space. Fireworks, including sparkles and other flammable substances may not be brought onto SBTS property.

**Event Areas:** SBTS reserved the right to change event area assignments based on institutional priority and service requirements. If an event area change is necessary, the event planner/contact will be given notification as early as possible. Events scheduled outdoors must also reserve an alternate venue on campus in case of inclement weather.

**Event Hostess:** Event Hostesses are provided by the Event Productions Office. This staff member comes at no additional charge. If special staffing is needed at an event, there will be a \$20 fee per additional staff person per hour. The hostess' role is to set up and tear down an event, as well as be available to the client for the duration of an event for any needs.

**Event Planning:** Event details must be approved by the Event Productions office. This includes, but not limited to, decorations, room setup, equipment rental, and catering.

**Event Request Details:** To ensure the quality of all events here at Southern Seminary, all events must be entered into EMS along with all details no later than 2 weeks out from the event. At two weeks out from the event, no additional changes are to be made, though catering numbers can be updated up until one week prior to your event. Any event or event details attempted to be added at this point (two weeks prior to event) will be issued a \$100 service fee in addition to the standard service costs. If a new event or service requests are added less than seven days prior to an event, a service fee of \$200 will be charged in addition to the standard service costs.

**Scheduling Priorities:** To ensure institutional priorities and commitments to external clients, an event approval schedule will be used. Requests will be made for conferences and other primary events 12 to 15 months in the future. Once approved and on the calendar, external events may be scheduled within 12 months.

**Signage:** All signage must be coordinated through the Event Productions office. No exterior signage is permitted. Pedestal Signage will be \$5.00 each.

**Special Event Service Fee:** A special event service fee will apply to events that are taking place outside of standard event space. Examples of these areas are, but are not limited to: the Sesquicentennial Pavilion, the Towery Plaza, Seminary Lawn, Carver, and parking lots associated with apartment buildings.

**Sponsored Events:** SBTS may partner with another entity to host an event. An event is considered “sponsored” if an external organization holds financial responsibility for some or the entire event. Sponsoring organizations are required to complete an event agreement. Fees will be billed to the sponsoring entity based on current fee schedules or other rates negotiated by Event Productions. Sponsoring entities are subject to applicable taxes. These Internal/Sponsored Events are conditioned upon approval.

**Tablecloths:** All tables must be covered by a tablecloth. Tablecloths may be rented by the Event Productions office for \$4.50 per cloth.

**Vendor Catering Fees:** A vendor catering fee of \$2.00 per person will apply to any food orders not catered by our on campus Pioneer College Catering Company.

**Weekly/Monthly Recurring Events:** Meeting space for recurring events may be requested at the start of each semester. However, in order to ensure effective use of meeting space, meeting areas will be confirmed on a monthly basis. For example, a staff or student group plans to meet each Wednesday at 10AM during the fall semester. The event office will assign a meeting location and notify the planner by the 15th of the preceding month (September 15 for October meetings). The process will allow ample time for the meeting to notify attendees of the meeting and location.

**Cancellation Policy:** Cancellations made within 2 weeks of an event may be invoiced as billable. This will depend on what materials and catering services have been ordered for an event as well as what stage of planning and executing an event is in.