

# Guidelines for Facility Rentals

## Wingate University Ballantyne

1. A staff member or representative from the renting organization and from Wingate University Ballantyne must be present at all times the facility is open to users. Any changes in the schedule must be approved in advance by Wingate University Ballantyne staff.
2. Rental times must include set-up and break-down time, not just the time of the event.
3. Renters are responsible for set up, including moving furniture. Furniture (including tables, chairs and podiums) must be returned by the renter to their original locations following the event.
4. Wingate University Ballantyne is in constant use as an educational facility. Please be aware that there will be adult students using the classroom facilities. Events held in the facility should not disrupt University business.
5. Food may be catered and preferably served in the break room. Bottled water is an exception for classrooms.
6. Wingate University will not be responsible for any losses or injuries suffered by any person as a result of facility reservation and/or activities of the reserving organization.
7. Access the conference and classroom areas via the front entry doors at the elevators in the first floor lobby. Use the side doors closest to the parking deck after 6 p.m.
8. Persons under the influence of alcohol or drugs will not be allowed on the premises.
9. Concealed weapons are not permitted on the premises.
10. Tobacco products are not permitted, including on the Wingate University Ballantyne patio. There is a smoking deck located on the bottom level of the parking garage.
11. No outside doors are to be propped open at any time.
12. The loading dock is for loading and unloading only; it is not a parking space and violators will be towed at owners' expense.
13. No candles may be lit anywhere in the facility.
14. Renters should comply with all safety standards (i.e. OSHA) and ensure that attendees abide by generally accepted safety practices to reduce injury or harm to persons and University property.
15. Under no circumstances should a renter attach any posters, banners, or any other materials to any surface in any space (no pins, tape, silly putty, etc.) nor should any adhesive compounds (glue, glue guns, spray adhesive, etc.) be used on any carpeted surface. **Please use alternatives such as easels for displaying posters.**
16. Glitter and confetti should not be used anywhere in the facility. If these items are used, an extensive cleaning fee will apply.
17. No animals except those compliant with ADA standards are permitted inside the facility.
18. Renters shall provide all materials and administrative resources needed. Wingate University will not print materials for any non-University sponsored event.
19. Cosmetic and technical changes to the existing facilities are not authorized.
20. Renter shall not exceed the seating capacity of the conference or classroom space requested.

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“Standing Room Only” is strictly prohibited due to fire code, and no event may have more attendees than seats in the rented space. People standing at the back of the room during an event will be asked to relocate to the lobby, and any issue regarding refund will be the responsibility and at the discretion of the renter.

21. Unless prior arrangements have been made, renters are responsible for their own reception of guests/students/clients at the event.
22. Wingate University will not endorse any product, event, company, or person for any non-University sponsored event.
23. **The renter is responsible for all damage and/or extensive cleaning fees caused by any individual(s), corporation, partnership or other legal entity associated with the event during the rental period.**
24. **If the damage is not covered by the liability insurance, the user will be held responsible for the cost.**
25. **Damage to the facility and its contents will result in replacement and repair fees as determined by Wingate University Ballantyne.**
26. **The University is not liable for injuries received while attending the stated function. Immediately inform Wingate University staff if any injury is sustained on the premises.**