

Event Guidelines

Department of Event Services and Affiliate Campus Centers

A. Purpose Statement

These guidelines will serve as a standard for defining facility use criteria for the use of University facilities for University sponsored and non-sponsored events. Additionally, these guidelines communicate standards to ensure constancy and clarity of interdepartmental transfers of funds from University Departments for sponsored events.

B. Event Use

Event Services maintains the master calendar of events for the University. All reservations for use of any campus space are to be made through Event Services—Evergreen Campus, Timonium Campus, Columbia Campus and the Retreat Center Campus. Reservation Guidelines, Reservation Requests, Approved Caterers List and Contact Information are located on each campus website.

Evergreen Campus: <http://www.loyola.edu/eventservices>

Timonium Campus: <http://www.loyola.edu/department/timonium.aspx>

Columbia Campus: <http://www.loyola.edu/department/columbia.aspx>

Retreat Center Campus: <http://www.loyola.edu/department/eventservices/loyola-retreat-center.aspx>

C. Event Sponsorship

Sponsored Events: Most campus events involve organizations, groups and individuals that are part of Loyola University. **When an outside organization requests use of campus facilities, the event is considered a rental and an appropriate fee is charged.** Occasionally, a University department wishes to sponsor an event conducted by an outside organization or group because it is beneficial to the function of the department and/or the mission of the University. The standard rental fee can be waived in this instance if the following criteria are satisfied:

1. A sponsored event must relate to the mission and function of the sponsoring department, the mission of the University and its Jesuit mission.
2. Registration /Admission to a sponsored event must be free to all participants.

3. The faculty member or administrator from the department that sponsors the event must serve as liaison between the group being sponsored and the University. This liaison should also encourage attendance by other members of the sponsoring department. Liaison responsibilities include:
 - Serve as the primary point of contact and plan the event with Event Services or one of the Extended Campus Centers staff to reserve space, provide logistical information, and arrange technology support and auxiliary support services as required.
 - Provide a budget line number to reconcile expenses such as catering, printed materials, equipment rental, duplicating, etc.
 - Review all materials and concepts that are to be presented at the event to ensure that they are not counter to the University and its Jesuit mission.
 - Ensure that the use of the Loyola University Maryland name or logo on any printed material, broadcast media or advertisement has prior approval of the University Marketing and Communications Office.
 - The liaison must attend the event.

4. Complete the University sponsorship form including a signature by a department chair if an academic department, or by a director if an administrative department, is sponsoring the event. Completed sponsorship request forms should be submitted to Event Services or Extended Campus Center representative prior to the requested date.

Non Sponsored Events: Although campus facilities are heavily used to support the academic and administrative mission of the University, there are revenue generation opportunities in marketing available facilities for use by outside agencies. As highlighted above, when outside groups use University facilities it will normally involve a rental contract and fee. An important part of the rental process is to ensure that there is no conflict with the needs of University. For instance, at the Extended Campus Centers, requests for rentals are confirmed only after classroom and administrative space has been allocated for the semester. When a space is confirmed as available for rental, the following procedures apply:

1. A standard Loyola University rental agreement will be signed by the organization or agency that wishes to rent the space. The terms of the contract are very specific concerning the use of the facility and will be strictly enforced by Event Services or appropriate Affiliate Campus Center representative. Additional fees may apply if there is a breach of contract.

2. Rental fees will be charged based on the size and complexity of the event and may not be solely based on space availability. Auxiliary support services and University resources will be considered before a contracted event is confirmed. The resources include but are not limited to: parking, catering, University employee schedules, and fixed asset upgrades or repairs. Additional fees may be required based on complexity of requested space or service.

3. As noted in the contract, the University must approve all forms of publicity and advertising when the University's name, logo or insignia is used.

It is important to keep in mind that the primary purpose of all Loyola facilities is to directly support the academic and administrative mission of the University. Sponsorship or rentals involving outside parties will only be accommodated based on space and resource availability.

D. University Facility Usage Rates

Rental fees are provided in Appendix C and are charged based on use of a University space to include meeting spaces, residence hall rooms, Reitz Arena, athletic fields (Awalt, Geppi-Aikens, Lugano) and other university event spaces. These fees are calculated based on size of space and length/timeframe of usage.

E. Catering Service

Food and beverages are only allowed in designated food and beverage serving areas. All catering arrangements must be made through Loyola Dining Services. Menus, pricing, policies and team members can be found through the website at:

<http://www.loyola.edu/department/dining/catering.aspx>

The only exceptions to this policy include:

All Campuses—Food and non-alcoholic beverages served in departmental spaces not reserved through Event Services, where food is picked up or delivered and clean-up is done by the campus department.

Evergreen and Timonium Campus—Exceptions may be granted for Events with specific catering needs that cannot be met by Loyola Dining Services. These exceptions must be approved *one month in advance of the event* by the Associate Vice President for Facilities and Campus Services.

Columbia Campus— All catering arrangements at this location must be made with a University approved caterer.

Timonium Campus—All catering arrangements at this location for events with more than 30 people, must be made with Loyola Dining Services. For events under 30 people, any University approved caterer may be used. If used for an event with under 30 people, Loyola Dining Services may add a \$25 delivery charge.

Loyola University Maryland has a “Pouring Rights” Agreement with The Pepsi Bottling Group. Per this agreement, User understands and acknowledges that beverages served and sold on the property owned or leased by Loyola University Maryland must be bottled or sold by The Pepsi Bottling Group. This includes bottled water. No signs or sponsorship of any other bottler permitted--there are no exceptions to this requirement. University staff has the right to remove any products that do not comply with this Agreement.

Alcoholic beverages shall not be permitted without Loyola’s prior approval through Event Services and Loyola Dining, which shall be granted or withheld in Loyola’s sole and absolute discretion, and subject to any conditions that Loyola may elect to place upon the service and consumption of such beverages.

Outside food or beverages sales are not permitted. Exceptions must be approved by the Associate Vice President for Facilities and Campus Services and coordinated through Loyola Dining Services.

F. Event Interdepartmental Transfers of Funds (Chargebacks) from University Departments

These guidelines communicate standards for billing departments for the use of University owned and financed equipment, equipment purchased or leased from a third party for an event, shared third party costs, and the occasional billing for the costs of labor for an event.

Definitions

University Asset: Equipment purchased by the University to support campus events. Historically, much of the equipment the University owns was leased from a third party vendor. The University made an investment in purchasing equipment that is reimbursed internally by departments using the equipment for events.

Third Party Cost: Direct billing of a department for the use of equipment provided by an external third party vendor.

Shared Third Party Cost: Direct shared billing of departments for the shared use of equipment provided by an external third party vendor. For example, a tent set up on the quad that is used for more than one event.

Labor: Occasionally events are scheduled with the understanding that university labor is already committed to other events. On these occasions, labor resources may be charged back to the department sponsoring the event. This charge would be agreed upon in the scheduling of the event prior to the event.

Appendices

- A. University Sponsorship Form
- B. University Rental Agreement including Insurance Requirements
- C. University Rental Rates
- D. University Asset Cost Estimates for Event Usage
- E. Comparison of Internal Loyola Costs in Relation to External Third Party Vendor Costs
- F. Sample Inter-Departmental Transfer of Funds

Prepared by Facilities and Campus Services, January 23, 2013; revised and updated April 2014; presented to Cabinet and Loyola Conference May 2014.

Appendix A

Loyola University Maryland Event Sponsorship Form

The _____ Department of Loyola University Maryland
agrees to sponsor _____, a non-Loyola
group, on _____ for _____
(Date) (Event to be Sponsored)

1. This sponsored event must relate to the mission and function of the sponsoring department, as well as conform to the Loyola University Maryland and the Jesuit missions.
2. Registration /Admission for this sponsored event must be free to all participants.
3. The faculty member or administrator from the department whose signature appears on this document agrees to serve as the liaison between the group being sponsored and the University. This liaison should also encourage attendance by other members of the sponsoring department. Liaison responsibilities include:
 - Serve as the primary point of contact and plan the event with Event Services or one of the Extended Campus Centers staff to reserve space, provide logistical information, and arrange technology support and auxiliary support services as required.
 - Provide a budget line number to reconcile expenses such as catering, printed materials, equipment rental, duplicating, etc.
 - Review all materials and concepts that are to be presented at the event to ensure that they are not counter to the University and Jesuit missions.
 - Ensure that the use of the Loyola University Maryland name or logo on any printed material, broadcast media or advertisement has prior approval of the University Marketing and Communication Office.
 - The liaison must attend the event.

This sponsoring signature must be a department chair for an academic department or a director if an administrative department.

Signature _____ Date _____

Title _____ Department _____

Name of Faculty Member or Administrator who will be on - site during the sponsored event?

Name: _____ Title: _____ Mobile phone number: _____

APPENDIX B

**LOYOLA UNIVERSITY MARYLAND
FACILITY USE AGREEMENT**

THIS AGREEMENT (the "Agreement") is made this day of 20 by and between **Loyola University Maryland, Inc.** (hereinafter referred to as LOYOLA) and _____ (hereinafter referred to as USER).

In consideration of the mutual promises and covenants herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. **PREMISES:** Loyola agrees to make available the following facilities (the "Facilities"), the equipment (the "Equipment") (if any) and labor ("labor") (if any) set forth on Exhibit A, attached hereto, for the purposes and in the manner and times indicated thereon. USER accepts the Facilities and the Equipment (if any) in their **"as is" condition**. LOYOLA makes no representations or warranties with respect to the condition or suitability of the Facilities or Equipment and accordingly, LOYOLA shall not be held responsible or liable for any condition or defect on or about the Facilities and/or effecting the Equipment in any respect. This paragraph shall survive the termination of this Agreement and shall be binding upon the parties in perpetuity.

2. **CONSIDERATION:** In consideration of the Facilities to be made available hereunder and other provisions of this Agreement, USER agrees to pay LOYOLA in accordance with the fee schedule described below, plus a six percent (6%) sales tax if and when applicable under Maryland law:

a. Payment schedule (all checks to be made payable to "Loyola University Maryland"):

1. A deposit in the amount of \$_____ (the "Deposit") shall be made and received by LOYOLA on or before _____. The Deposit is non-refundable.

2. Payment of the balance (in the amount of \$_____) shall be made and received by LOYOLA on or before _____.

3. Payment for any incidental charges incurred during the event must be made and received by LOYOLA *within 30 calendar days* from receipt of the invoice for these charges. This provision shall survive the termination or expiration of this Agreement.

b. USER is responsible for any cleaning costs beyond normal housekeeping incurred in the use of facilities by the USER, as assessed by LOYOLA.

Initial User _____

3. **TERMINATION:** This Agreement may be terminated by LOYOLA at any time, in whole or in part, for any or all events or portions thereof, for any or no reason in LOYOLA's sole and absolute discretion. In the event that LOYOLA terminates this Agreement without cause, LOYOLA will refund to USER any advance payment(s) received. LOYOLA shall not be liable for any costs or any other damages of any kind which may be incurred by the USER, participants, vendors, or anyone involved with the use of the Facilities or Equipment in the event of such termination.

4. **USE REGULATIONS:** USER agrees to abide by all conditions and rules for use of the Facilities and/or Equipment as established by LOYOLA from time to time. These shall include, but not be limited to, the following:

A. All events must terminate promptly at the time(s) stated in Section 1 of Exhibit A hereto, and it is the USER's responsibility to assure that the Facilities are vacated immediately by all attendees. All of USER's equipment or signs and any equipment supplied or used by USER's contractors, agents or guests must be removed upon termination of the event.

B. USER will be responsible for all LOYOLA owned or leased Equipment and will be liable for the repair or replacement of such Equipment in the event that it is damaged, stolen, lost, or misplaced. LOYOLA assumes no responsibility for loss or theft of equipment or personal property of the USER or any of its participants, presenters, entertainers, contractors, agents, guests or vendors. LOYOLA reserves the right to approve equipment used at the event and the suppliers of same. USER assumes all responsibility for any goods or materials which may be placed in storage at LOYOLA before, during or after the event.

C. USER shall have the use of the Facilities herein described and no other parts of LOYOLA's campus, and said Facilities shall be used only for the purpose herein directly stated. In no event shall the Facilities be used for any purpose which, in the judgment of LOYOLA, is contrary to law or decency or good morals or the moral teachings and beliefs of the Catholic Church, or otherwise improper or detrimental to the reputation of LOYOLA. In addition, USER shall not permit anything to be done within the Facilities that will violate the insurance policies on the premises or any governmental laws, regulations or ordinances.

D. LOYOLA reserves the exclusive right to approve or disapprove, in its discretion, any and all caterers and/or food or beverage services contractors at the Facilities, unless such right is specifically waived by LOYOLA in a signed, written amendment to this Agreement. Food and beverages are only allowed in designated food and beverage serving areas. USER understands and acknowledges that beverages served and sold on the property owned or leased by Loyola University Maryland must be bottled or sold by The Pepsi Bottling Group. This includes bottled water. No signs or sponsorship of any other bottler permitted. No exceptions will be accepted. Loyola has the right to remove any products not accepted under our soft drink beverage pour contract.

E. Smoking is prohibited except in designated areas.

F. Alcoholic beverages shall not be permitted without LOYOLA's prior written approval, which shall be granted or withheld in LOYOLA's sole and absolute discretion, and subject to any conditions that LOYOLA may elect to place upon the service and consumption of such beverages.

G. Pets are not permitted within the Facilities or elsewhere on LOYOLA's campus (service dogs excluded).

5. **LAWS AND REGULATIONS:** USER is subject to and will comply with all laws, regulations, and codes of the State of Maryland and of the City of Baltimore. USER will be responsible, at its sole expense, to procure any and all required licenses, permits, or other governmental approvals or authorization required in connection with the event herein described and shall also be responsible for the payment and collection of all taxes as and when required (if any).

6. **INDEMNIFICATION:** USER agrees to save, defend, indemnify and hold LOYOLA, its officers, trustees, contractors, agents and employees harmless from and against any suit, claim, loss, or cause of action arising out of or in connection with any damage to property or personal injury, including death, arising from or as a result of the utilization of the Facilities, or the areas in proximity to the facilities or other parts of LOYOLA's campus, by the USER pursuant to this Agreement. In addition, USER agrees to reimburse LOYOLA for any and all damages, including reasonable attorney fees, which may occur to LOYOLA's facilities, equipment, fixtures, furniture, or other property, either real or personal, which occur or arise out of the utilization of Facilities pursuant to this Agreement, without regard to whether such damage is caused by USER or is a result of negligence or other fault of the USER.

7. **INSURANCE:** USER must obtain and keep in force during the dates and times of the events herein described, at USER's sole expense, a policy or policies of insurance consistent with the terms and conditions set forth on Exhibit B attached hereto and incorporated by reference herein.

8. **FORCE MAJEURE:** LOYOLA assumes no liability to USER for any mechanical or electrical failure, natural disaster, riot, act of God, bomb threat, or any other development which may prevent, disrupt, limit or frustrate USER's use of the Facilities.

9. **RULES:** LOYOLA reserves the right to make and enforce all necessary or appropriate rules for the safe and efficient use of the Facilities. This shall include but not be limited to the right to remove from the event any unruly, disruptive, or otherwise objectionable person without liability to LOYOLA, and it shall be understood that all LOYOLA facilities and grounds are subject to the charge and control of LOYOLA at all times. LOYOLA reserves the right to determine the level of security required at an event, the expense thereof will be borne by the USER. In addition, LOYOLA reserves the right to evacuate the premises during any activity in progress where it is deemed necessary, in LOYOLA's discretion, for the safety or security.

10. **ADVERTISING:** LOYOLA reserves the right to approve all forms of publicity and advertising when LOYOLA's name, logo, or insignia is used. All material must be submitted to

LOYOLA two (2) weeks prior to the date on which it is intended to be disseminated to the public. No LOYOLA telephone numbers may be advertised as a source of information about the event. Posting of materials on the LOYOLA campus must be approved by LOYOLA in advance and must comply with LOYOLA's Posting Policy, as the same may be modified from time to time. All posted materials, whether promotional or directional, must be removed by the USER no later than twenty-four (24) hours following the event.

11. **TICKETS:** If USER's event requires tickets for admission, USER agrees that LOYOLA's ticketing box office shall at all times maintain control and direction of ticket sales and will not permit tickets or passes to be sold or distributed in excess of the capacity of the Facilities, as determined by LOYOLA. All advertising must indicate where ticket information is available. USER agrees to provide complimentary tickets to LOYOLA.

12. **PARTIES RELATIONSHIP:** This agreement DOES NOT constitute the establishment of a partnership, joint venture, or co-sponsorship by LOYOLA of any event, and USER warrants that such a relationship will not be implied or stated in any manner unless given express written permission by LOYOLA.

13. **SALES:** All sales, solicitations and concessions are prohibited without the express written consent of LOYOLA. LOYOLA retains approval right of all performances, exhibitions or entertainment to be offered by USER and USER agrees not to present any event which will bring discredit to LOYOLA, as determined by LOYOLA in its sole and absolute discretion.

14. **ADDITIONAL FACILITIES:** Should USER require additional services or Facilities beyond those made as a part of this Agreement, LOYOLA may in its sole discretion agree to provide them, subject to its ability to do so and without any obligation to do so, and USER shall agree to pay LOYOLA at its standard rates for such services or facilities. LOYOLA is not responsible for providing any equipment or services not specifically stated in this contract.

15. **NO ASSIGNMENT:** This Agreement may not be assigned by either party either in whole or in part without the expressed written consent of LOYOLA.

16. **ENTIRE AGREEMENT:** This Agreement and the written amendments hereto, if any, constitute the entire agreement of the parties and shall not be deemed to be modified in any way except by written amendment hereto signed by both parties. The services and prices shown in this Agreement replace any earlier verbal or written agreements. Until this Agreement is signed by both parties, the services and prices are subject to change.

17. **GOVERNING LAW:** This Agreement is made in the State of Maryland and any disputes arising from this Agreement shall be resolved according to and subject to Maryland law, with venue being proper in any court of competent jurisdiction in Baltimore City or Baltimore County.

18. **SEVERABILITY:** If for any reason any provision or portion of this Agreement is determined to be invalid or unenforceable, the invalid or unenforceable provision or portion shall

be severed from this Agreement without affecting the validity or enforceability of the remainder of this Agreement.

19. **WAIVER:** The waiver by LOYOLA of a breach of any provision(s) of this Agreement by USER shall not operate or be construed as a waiver of any subsequent breach by USER.

20. **WARRANTY:** USER warrants that all information provided to LOYOLA in the process of applying for and negotiating the rental of the Facilities are full and complete and accurate and that no relevant or material information has been withheld or not disclosed by USER. In addition to all other rights contained herein, LOYOLA reserves the right to cancel this Agreement without notice in the event that USER has violated this warranty provision.

21. **NOTICE:** Any notice required to be given under the terms of this Agreement shall be in writing and addressed to:

If to LOYOLA:

Joseph Bradley
Director of Event Services
Loyola University Maryland
4501 North Charles Street
Baltimore, Maryland 21210-2699

If to USER:

The officer of USER executing this Agreement certifies that he/she has been duly authorized to enter into this Agreement on behalf of the USER and that neither the execution and delivery of this Agreement nor the performance of the terms and conditions hereof will result in a breach of any obligation to which USER is a party.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties do hereby execute this agreement the day and date above written.

Witness

LOYOLA

Loyola University Maryland, Inc.

By: _____

Name: _____

Title: _____

Date: _____

Witness

USER

By: _____

Name: _____

Title: _____

Date: _____

LOYOLA UNIVERSITY MARYLAND

FACILITIES RENTAL AGREEMENT

EXHIBIT A

1. **PREMISES:** Loyola agrees to make available the spaces noted below (hereinafter referred to as the “Facilities”) located on its campus solely for the purpose of the “insert user name here” , at the following dates/times:

“Document individual space(s), individual date(s), usage times, and usage rate”

Awalt Field	March 29, 2014	(2 pm -10 pm)	\$ 900.00
Visitors’ locker rooms (2)	March 29, 2014	(2 pm – 10 pm)	\$ No Charge
Officials Locker Rooms (2)	March 29, 2014	(2 pm – 10 pm)	\$ No Charge
Lugano Field	March 29, 2014	(4 pm- 8 pm)	\$ No Charge
Ridley Athletic Picnic Pavilion	March 29, 2014	(4 pm – 10 pm)	\$ 200.00
Class of 68 Greyhound Suite	March 29, 2014	(4pm -10 pm)	\$ 700.00
Athletic Suite	March 29, 2014	(4 pm -10 pm)	\$ 500.00

EQUIPMENT: Loyola agrees to make the following equipment (the “Equipment”) available for the purpose of the event outlined above:

“Document equipment individually and usage rate”

Standard field equipment to include scorer’s table, goals and end markers	\$ No charge
Video board with standard Lacrosse template, no customization provided.	\$ No Charge

“or”

USER agrees to accept the space(s) noted above in an “as is” condition. Changes to the existing set up or requesting supplementary equipment may result in additional rental and labor charges.

LABOR: Prices noted below are estimates based on most current information available at time of contract. User is responsible for actual costs only. This document is an estimate of maximum labor costs. Client will be billed only actual labor costs. Labor is reconciled at a minimum 4 hours per employee. All staff allocation decisions are at the sole discretion of Loyola.

“Document all labor costs individually with current labor rates”

Crowd management staff	\$ 3,015.00 (staff allocation solely decided by Loyola)
Parking attendants	\$ 2,800.00 (staff allocation solely decided by Loyola)
Box Office Manager (1)	\$ 435.00
Ticket Sellers (4)	\$ 810.00
Public Address Announcer (1)	\$ 130.00
Video board operator (1)	\$ 435.00

“or”

Based on the most current information provided by USER, Loyola agrees no additional labor charges are required.

Initial User_____

2. User Agrees to the following Operational Standards

- No other portion of the facility other than locations noted above will be made available to USER.
- Loyola reserves the exclusive right to approve or disapprove, in its discretion, any and all caterers and/or food or beverage services contractors at the Facilities, unless such right is specifically waived by Loyola in a signed, written amendment to this Agreement. Food and beverages are only allowed in designated food and beverage serving areas. USER understands and acknowledges that beverages served and sold on the property owned or leased by Loyola University Maryland must be bottled or sold by The Pepsi Bottling Group. This includes bottled water. No signs or sponsorship of any other bottler permitted. No exceptions will be accepted. Loyola has the right to remove any products not accepted under our soft drink beverage pour contract.
- Alcoholic beverages shall not be permitted without Loyola's prior written approval, which shall be granted or withheld in Loyola's sole and absolute discretion, and subject to any conditions that Loyola may elect to place upon the service and consumption of such beverages.
- Campus parking is available to USER based on availability.

Initial User_____

LOYOLA UNIVERSITY MARYLAND

**FACILITIES RENTAL AGREEMENT
FITNESS AND AQUATIC CENTER**

EXHIBIT A

1. **PREMISES:** Loyola agrees to make available the Fitness and Aquatic Center facilities (hereinafter referred to as FAC) located on its campus in the FAC to be used solely for the purpose of _____, and at the following dates and times:_____.

2. **FACILITIES:** FAC Administration agrees to make the following facilities (the “Facilities”) available for the purpose of the event outlined above.
 - a. Mangione Aquatic Center
 1. 1m Diving Boards
 2. 3m Diving Boards
 3. Diving Well
 4. Lanes 1-8
 5. Lanes 9-10 (Shallow End)
 6. Hot Tub
 7. Sauna
 8. Bulkhead
 9. Gallery
 - b. Café
 - c. Café Service Counter
 - d. Rotunda
 - e. Fitness Center (Weight Room)
 - f. Multi-Activity Court
 - g. Gymnasium B
 - h. Gymnasium A
 - i. Rock Wall
 1. Bouldering Area
 - j. Men’s Locker Room
 - k. Women’s Locker Room
 - l. Athletic Training Room
 - m. Racquetball Courts (1-4)
 - n. Squash Courts (1-2)
 - o. Walking/Jogging Track
 - p. Studio 207
 - q. Studio 209
 - r. Classroom
 - s. Conference Rooms
 - t. Atrium
 - u. Hallways to & from other locations

3. **EQUIPMENT:** LOYOLA will make available the following equipment (the “Equipment”):
 - a. LOYOLA will provide Colorado Timing Equipment, Meet Management Software (Hy-Tek Meet Manager ver. 3.0) and Daktronics Scoreboard/Software.
 - b. LOYOLA will provide 16 backup timer buttons.
 - c. LOYOLA will provide Lap Counters.
 - d. LOYOLA will provide bleachers setup along the west wall of the Aquatic Center.
 - e. LOYOLA will provide water coolers on deck for participants/coaches/officials (cups will be included).
 - f. LOYOLA will provide use of Meet Management Computer for the event.
 - g. LOYOLA will provide use of Meet Management Printer (paper to be supplied by USER).

- h. USER will provide all participant/team data for the Meet Management Software.
- i. USER will provide all office supplies for Meet Management Room (i.e. pens, paper, etc.).
- j. USER will provide stopwatches.
- k. Other equipment to be negotiated.

4. GENERAL POLICIES:

- a. Smoking is not permitted in and around the FAC.
- b. Alcoholic beverages of any kind are not permitted within the FAC, regardless of the age of the participants.
- c. There will be no running allowed in hallways, stairways, lockers rooms, or rest rooms.
- d. Children must be supervised at all times by a Parent/Guardian.
- e. All reserved spaces must be cleaned and left in their original condition after use. Trash must be disposed of in proper receptacles.
- f. Participants must leave the FAC immediately after the reservation time is over. (Post Clean-up)
- g. Participants must follow directions from the Department of Recreational Sports Administration at all times while using the FAC, Facilities or Equipment.
- h. Balloons are not permitted in the facility.

5. EVENT STAFFING:

- a. Certified Aquatics Facility Operator
- b. Scoreboard Operator to operate Daktronics Scoreboard/Software.
- c. USER will provide Meet Manager to operate scoring and timing systems.
- d. USER will provide Public Address Announcer.

LOYOLA UNIVERSITY MARYLAND

**FACILITES RENTAL AGREEMENT
INSURANCE**

EXHIBIT B

USER must obtain and keep in force during the dates and times of the event(s) herein described, at USER's sole expense, a policy or policies of commercial general liability insurance, in which LOYOLA UNIVERSITY MARYLAND, INC. (LOYOLA) is named as an additional insured, with a minimum policy of ***\$1,000,000.00*** single limit for personal injury, general liability, and property damage covering injuries to person or damages to LOYOLA's facilities or equipment in or about the campus or occurring in the course of or as a result of the privileges granted herein. At least ten (10) working days prior to the first date of the event(s) herein scheduled, USER shall provide LOYOLA with a valid certificate of insurance evidencing the required coverage. Should USER fail to provide the required certificate ***coupled with a copy of the endorsement naming Loyola as additional insured***, LOYOLA may, at its sole option, rescind the agreement or procure the required policy and require USER to pay the cost thereof within thirty (30) days after receipt of an invoice from LOYOLA.

Initial User _____

FACILITES RENTAL AGREEMENT
STATE AGENCY INSURANCE

EXHIBIT B

Maryland Code, State Finance and Procurement Article Section 9-105 © obligates the Maryland State Treasurer to provide sufficient self-insurance, purchased insurance, or both, to cover the liability of the State and its units and personnel under the Maryland Tort Claims Act. "***Insert State Agency name here***" certifies that it is a unit of the State of Maryland covered by the State's self-insurance program. Upon request, "***Insert State Agency name here***" shall provide Loyola with evidence of such insurance. The University's liability for any claims shall be limited to the State's waiver of sovereign immunity as provided in the Maryland Code Annotated, State Government Article, Section 12-101 et seq.

The indemnity obligations of "***Insert State Agency name here***" under this section are contingent upon the existence of an appropriation to the University by the Maryland General Assembly for the purpose of satisfying this indemnity provision in particular, and provisions of this type generally, at the time that the acts or omissions giving rise to "***insert State agency name here***" obligations occur. If the University has no such appropriation at the time such acts or omissions occur, it will seek an appropriation to satisfy any loss covered by the indemnity, but its obligations to pay LOYOLA will be subject to receipt of such an appropriation. LOYOLA acknowledges that any request by the University for such an appropriation is not binding upon the Governor or the General Assembly of the State of Maryland.

Appendix B

Loyola University Maryland Facilities Rental Agreement Overnight Lodging Accommodations

Overnight Lodging Accommodations: Loyola agrees to make available sleeping accommodations in the following manner:

Section B1:

<u>Night(s)</u>	<u>Number of Guests</u>	<u>Preferred Residence Hall</u>	<u>Rate/Person/Night</u>
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INITIAL GUARANTEE: “insert number of persons” at “insert per person rate” nights each, “insert total number of bed nights” bed nights.

- All guests will receive the “insert type of linen package” service package, and occupancy will “insert type of occupancy”. The "Economy" package is defined as the use of the furnished room without linens or other services. The "Full Service" package includes the furnished room and bed linens, bath linens, water cup, soap, and tissues (bath linens changed every other day; bed linens changed weekly). "Single" occupancy means one person **per bedroom**. "Multiple" occupancy means_____.
- Check-in hours will be “insert check in time(s) and date(s)”
Check-out is “insert check out time(s) and date(s)” . Any guests not checking out by this time will be assessed an extra night's rental, which will be billed to USER, unless prior approval is given by LOYOLA, in its sole discretion.
- One chaperon over the age of 21 is required for every 15 guests age 18 or younger who occupy campus housing.* USER must identify chaperons on the housing identity list to be provided to Loyola at least ten (10) working days prior to arrival. Chaperons must be assigned to rooms specified by Loyola and must be in their designated rooms whenever a minor guest(s) is/are in the residence hall. The chaperons are solely responsible for supervision, safety and discipline. Failure to provide the requisite number of responsible chaperons constitutes a material breach of this Agreement, in which event LOYOLA may, at its sole discretion and judgment, either:
 - terminate this Agreement without any liability to the USER, participants, vendors, or anyone associated with the camp or conference. USER will not be reimbursed for any deposits and will be responsible for any payments still outstanding or owed at the time the Agreement is terminated; or
 - reduce the number of beds made available to the USER such that the number of responsible chaperons on site cover the number of minor guests at the ratio identified herein; or
 - assign chaperons of its choice at the cost of \$25/hour/person with an 8 hour minimum/day.
- LOYOLA reserves the right to change residence hall assignments at any time. LOYOLA may also enter any lodging accommodations which USER has reserved in order to inspect such premises for the purposes of health, management, safety, compliance with applicable rules and regulations, or any other reason deemed necessary or appropriate in LOYOLA's sole and absolute discretion.
- USER is responsible for full payment of no less than 80% of the bed nights reserved in the initial guarantee as set forth in section B1; this is the “Initial Guarantee”. The number of bed nights is to be calculated by multiplying the number of guests by the number of nights reserved for each guest. At least ten (10) working days prior to the first night of occupancy, on “insert due date here”, the USER must provide LOYOLA with a full list of guests requiring housing, regardless of the service package selected. If the number of bed nights on this list is greater than 80% of the number established in the Initial Guarantee set forth in section B1, this number will then be deemed the new minimum guaranteed number of guests for billing; this number is defined as the “Final Guarantee”. Bed nights requested and added to the Final Guarantee after this date will be billed at 105% of the “Rate” set forth in the fourth column of Section B1 above.
- LOYOLA will accept cancellations after the Final Guarantee is given, up to 20% of the Initial Guarantee number, and at a fee of 75% of the “Expected Value” for each participant cancelled. Expected Value is defined as the Rate times the total number of expected bed nights set forth in the Initial Guarantee. Any cancellations in excess of the 20% of the Initial Guarantee will be paid in full. A new guest may replace a cancelled guest in the same room at no charge.

Initial User_____

7. **EQUIPMENT RENTAL:** If USER provides LOYOLA with a list of equipment required for USER's event no later than twenty (20) business days prior to arrival, LOYOLA will attempt to provide the equipment for USER. Campus equipment will be used to the extent that inventory is available and will be billed as per the printed fee schedule attached hereto. Additional equipment may be rented from 3rd party providers at a cost of invoice plus 10% for handling. USER will be notified of the total expense ten (10) calendar days prior to arrival and will be responsible for full payment of all LOYOLA and 3rd party equipment which is provided for its use.
8. **CONSIDERATION:** In consideration of the overnight lodging facilities to be made available and other provisions of this Agreement, USER agrees to pay LOYOLA the above stated fees, plus a 6% State sales tax when applicable.
 - a. Payment schedule is as follows (all checks shall be made payable to Loyola University Maryland, Inc.):
 1. USER must pay a deposit equal to ten percent (10%) of the rental fee, based on the Initial Guarantee in section B1, ***which is to be paid at the time this Agreement is signed.***
 2. Fifty percent (50%) of the rental fee is to be paid thirty calendar days prior to the first date of arrival.
 3. The balance is due ***ten (10) working days prior to arrival.*** All deposits are non-refundable, and may be waived only at the discretion of LOYOLA.
 4. Loyola may require a \$100 refundable deposit per guest for lost key expenses ten (10) working days prior to arrival.
 5. Full payment for any incidental charges incurred during the event must be rendered ***within thirty (30) calendar days*** from the date of LOYOLA's invoice to USER for such charges.
 - b. LOYOLA will not accept payment from individual guests for early arrivals or late departures, nor will it reimburse individual participants of the conference, camp or event(s). It is the responsibility of the USER to make such payment to LOYOLA as billed or required at the completion of the conference, camp or event(s).
 - c. USER is responsible for any cleaning costs beyond normal housekeeping incurred in the use of facilities by the USER, as assessed by LOYOLA in its sole discretion.
9. **CANCELLATION OF THE CONTRACT:** This Agreement may be terminated by LOYOLA at any time, in whole or in part for any or all events or portions thereof, for any reason deemed necessary by LOYOLA and LOYOLA will refund to USER any advance payment received. LOYOLA shall not be liable for any costs or any other damages of any kind which may be incurred by the USER, participants, vendors, or anyone involved with the conference, camp or event(s) in the event of such termination or cancellation.
10. Keys for overnight accommodations are issued to individual participants by LOYOLA's registration staff. Participants are responsible for payment for lost brass keys (***\$ 75.00***) and plastic swipe cardkeys (***\$ 25.00***) before departure. In the event that a key is not returned, or paid-for, before the end of check-out, the USER will be responsible for payment.

Initial User _____

Appendix B

Loyola University Maryland Facilities Rental Agreement Overnight Lodging Accommodations for Athletic Camps

Overnight Lodging Accommodations: Loyola agrees to make available sleeping accommodations in the following manner:

Section B1:

<u>Night(s)</u>	<u>Number of Guests</u>	<u>Preferred Residence Hall</u>	<u>Rate/Person/Night</u>
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INITIAL GUARANTEE: “insert number of persons here” persons at “insert nightly rate here” nights each, “insert total number of bed nights here” bed nights.

1. All guests will receive the “insert type of linen package here” service package, and occupancy will be “insert type of occupancy here”. The "Economy" package is defined as the use of the furnished room without linens or other services. The "Full Service" package includes the furnished room and bed linens, bath linens, water cup, soap, and tissues (bath linens changed every other day; bed linens changed weekly). "Single" occupancy means one person **per bedroom**. “Multiple” occupancy means _____.
2. Check-in hours will be from “insert check in time(s) and date(s) here” and Check-out is “insert check out time(s) and date(s)” . Any guests not checking out by this time will be assessed an extra night's rental, which will be billed to USER, unless prior approval is given by LOYOLA, in its sole discretion.
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 - a. terminate this Agreement without any liability to the USER, participants, vendors, or anyone associated with the camp or conference. USER will not be reimbursed for any deposits and will be responsible for any payments still outstanding or owed at the time the Agreement is terminated; or
 - b. reduce the number of beds made available to the USER such that the number of responsible chaperons on site cover the number of minor guests at the ratio identified herein; or
 - c. assign chaperons of its choice at the cost of \$25/hour/person with an 8 hour minimum/day.
4. LOYOLA reserves the right to change residence hall assignments at any time. LOYOLA may also enter any lodging accommodations which USER has reserved in order to inspect such premises for the purposes of health, management, safety, compliance with applicable rules and regulations, or any other reason deemed necessary or appropriate in LOYOLA’s sole and absolute discretion.
5. USER is responsible for full payment of no less than 80% of the bed nights reserved in the initial guarantee as set forth in section B1; this is the “Initial Guarantee”. The number of bed nights is to be calculated by multiplying the number of guests by the number of nights reserved for each guest. At least ten (10) working days prior to the first night of occupancy, on “insert due date here”, the USER must provide LOYOLA with a full list of guests requiring housing, regardless of the service package selected. If the number of bed nights on this list is greater than 80% of the number established in the Initial Guarantee set forth in section B1, this number will then be deemed the new minimum guaranteed number of guests for billing; this number is defined as the “Final Guarantee”. Bed nights requested and added to the Final Guarantee after this date will be billed at 105% of the “Rate” set forth in the fourth column of Section B1 above.
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Initial User _____

total number of expected bed nights set forth in the Initial Guarantee. Any cancellations in excess of the 20% of the Initial Guarantee will be paid in full. A new guest may replace a cancelled guest in the same room at no charge.

7. **EQUIPMENT RENTAL:** If USER provides LOYOLA with a list of equipment required for USER's event no later than twenty (20) business days prior to arrival, LOYOLA will attempt to provide the equipment for USER. Campus equipment will be used to the extent that inventory is available and will be billed as per the printed fee schedule attached hereto. Additional equipment may be rented from 3rd party providers at a cost of invoice plus 10% for handling. USER will be notified of the total expense ten (10) calendar days prior to arrival and will be responsible for full payment of all LOYOLA and 3rd party equipment which is provided for its use.
8. **CONSIDERATION:** In consideration of the overnight lodging facilities to be made available and other provisions of this Agreement, USER agrees to pay LOYOLA the above stated fees, plus a 6% State sales tax when applicable.
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 4. Loyola may require a \$100 refundable deposit per guest for lost key expenses ten (10) working days prior to arrival.
 5. Full payment for any incidental charges incurred during the event must be rendered **within thirty (30) calendar days** from the date of LOYOLA's invoice to USER for such charges.
 - b. LOYOLA will not accept payment from individual guests for early arrivals or late departures, nor will it reimburse individual participants of the conference, camp or event(s). It is the responsibility of the USER to make such payment to LOYOLA as billed or required at the completion of the conference, camp or event(s).
 - c. USER is responsible for any cleaning costs beyond normal housekeeping incurred in the use of facilities by the USER, as assessed by LOYOLA in its sole discretion.
9. **CANCELLATION OF THE CONTRACT:** This Agreement may be terminated by LOYOLA at any time, in whole or in part for any or all events or portions thereof, for any reason deemed necessary by LOYOLA and LOYOLA will refund to USER any advance payment received. LOYOLA shall not be liable for any costs or any other damages of any kind which may be incurred by the USER, participants, vendors, or anyone involved with the conference, camp or event(s) in the event of such termination or cancellation.
10. Keys for overnight accommodations are issued to individual participants by LOYOLA's registration staff. Participants are responsible for payment for lost brass keys (\$ 75.00) and plastic swipe cardkeys (\$ 25.00) before departure. In the event that a key is not returned, or paid-for, before the end of check-out, the USER will be responsible for payment.
11. [CAMP] certifies that it has obtained satisfactory criminal history records checks, including sexual offenses, and reference checks for all of its employees and agents who will be providing services under this Agreement. [CAMP] further certifies that it shall obtain a minimum of the following screenings: Residency History, Social Security Verification, Current County Criminal Search, Nationwide Criminal Database and sex offender record check, before engaging any new employee(s) or agent(s) that [CAMP] wishes to hire or engage after the commencement of this Agreement who will provide services under this Agreement, and [CAMP] agrees to verify, in writing forwarded or delivered to [Loyola University], that such investigations were completed and the findings satisfactory.
12. [CAMP] will require and certify that all of its employees and agents have taken the Sexual Misconduct: Protecting Children online training through United Educators (<https://elearning.ue.org/>) prior to the start of each camp.

Initial User _____

APPENDIX C

Loyola University Maryland Rental Ratesⁱ

Meeting Spaces

<u>Space and Occupancy</u>	<u>½ Day Rate</u>	<u>Full Day Rate</u>	<u>Non Profit / Gov't Rate</u>
Classrooms			
1-29	\$250.00	\$450.00	50% discount
30-74	\$400.00	\$750.00	
75-200	\$600.00	\$1100.00	
ⁱⁱ Computer Labs	\$400.00	\$750.00	
ⁱⁱⁱ Multipurpose Spaces			
1-74	\$600.00	\$1100.00	
75-200	\$1000.00	\$1800.00	
McGuire Hall (Half)	\$1500.00	\$2800.00	
McGuire Hall (whole)	\$2500.00	\$4800.00	
McManus Theater	\$2500.00	\$4800.00	
^{iv} Reitz Arena	N/A	\$5500.00	

Loyola University Retreat House

<u>Space and Occupancy</u>	<u>½ Day Rate</u>	<u>Full Day Rate</u>
Day Retreat Rates		
South Round		
40-50 (service)	\$150.00	\$300.00
30-40 (meeting)	\$150.00	\$300.00
Art Room		
1-15	\$150.00	\$300.00
North Round		
8-20	\$150.00	\$300.00
Meals		
Breakfast	\$8.00/person	
Lunch	\$15.00/person	
Dinner	\$20.00/person	

^vOvernight Retreat Rates

Sponsored Rate	\$90.00/night / person (meals included)
Non-sponsored Rates	
Multiple Occupancy	\$125.00/night
Double Occupancy	\$150.00
Single Occupancy	\$185.00

Summer Conference Program—Residence Halls

<u>Space and Occupancy</u>	<u>Summer 2015</u>	<u>Summer 2016</u>	<u>Summer 2017</u>	<u>Summer 2018</u>
ⁱ New Student Orientation				
Student	\$47.00	\$48.00	\$49.00	\$50.00
Parent	\$52.00	\$53.00	\$54.00	\$55.00
ⁱⁱ Other Programs				
Single Occupancy	\$58.00	\$60.00	\$62.00	\$64.00
Multiple Occupancy	\$53.00	\$55.00	\$57.00	\$59.00
Athletic Camps				
Multiple Occupancy	\$42.00	\$43.00	\$45.00	\$46.00
Multiple Occupancy (Newman)	\$43.00	\$44.00	\$46.00	\$47.00

ⁱ Rental rates include physical space “as is” Monday through Friday from 8 am through 5 pm. Additional costs may be incurred depending on schedule and meeting requirements.

ⁱⁱ No software may be installed on machines without express permission and collaboration with Technology Services.

ⁱⁱⁱ Multipurpose spaces are defined as spaces with no fixed set up. Rental of these spaces includes setup with University owned chairs, tables, public address system, and classroom style technology. Rentals with more sophisticated design and production will be charged for additional costs required for equipment and labor.

^{iv} Reitz Arena rental is based on rental for a non-Athletic event and is rented as an empty room with protective floor covering installed. This rental requires sophisticated design and production and additional costs will be charged for equipment and labor depending on room design.

^v Rates include 3 meals and access to all meeting spaces depending on size of the group. Depending on size of the group, more than one retreat may be scheduled at the same time

^{vi} Rate includes bed linens.

^{vii} Rate includes bed linens.

APPENDIX C

Rental of Athletic Facilitiesⁱ

Loyola University Maryland Athletic Facilities

<u>Space and Occupancy</u>	<u>Hourly Rate</u>
Picnic Pavilion rental (up to 400 people)	\$100.00 (4 hours)
Athletic Suite Rental (up to 12 people)	\$1000.00 (4 hours)
Greyhound Suite Rental (up to 100 people)	\$1400.00 (4 hours)
Ridley Stadium Rental (up to 5000 people)	\$300.00
ⁱⁱ Awalt Field	\$150.00
Lugano Field	\$150.00
Athletic Staff Support (required with any field rental)	\$160.00 (4 hours)
Athletic Staff Support-2 full-time staff (required for stadium rental)	\$640 (8 hours)
Athletic Staff Support-4 student staff (required for stadium rental)	\$640 (8 hours)
Team Greeter-2 full-time staff (required for stadium rental)	\$640 (8 hours)
Locker Room Rental (for games only)	\$50.00/per locker room
ⁱⁱⁱ Athletic Trainer (required with any field rental for Athletes 8 th grade or younger)	\$140.00 (4 hours)
Athletic Trainer (required with stadium rental for Athletes High School Age and Older)	\$280.00 (8 hours)
Paramedic on-Site Support (required for games for Athletes High School Age and Older)	\$700.00 (4 hours)

^{iv}Additional Costs for Athletic Facility Rentals

<u>Service</u>	<u>Rental Rate</u>
Crowd management staff	\$ 960.00 (6 hours of labor per game)
Environmental Services staff	\$ 240.00 (8 hours of labor per game)
Event Manager	\$ 261.00 (6 hours of labor per game)
Event operations staff	\$ 180.00 (6 hours of labor per game)
Campus Police	\$ TBD
Athletic Operations staff	\$ 180.00 (6 hours of labor per game)
Parking attendants	\$1024.00 (8 hours of labor per game)
^v Box Office operations	\$200.00 and .30 per ticket printed
Box Office staff	\$ 486.00 (6 hours of labor per game)
On-Site medic for spectators	\$ 700.00 (4 hour minimum)

NOTE: These costs are determined by Athletics and Event Services based on the scope and requirements of each scheduled event. These costs will be provided to the event sponsor with the contract for the event.

Optional Additional Costs for Athletic Facility Rentals

<u>Service</u>	<u>Rental Rate</u>
^{vi} Scoreboard Rental	\$400.00
^{vii} Video Board Rental	\$ 761.00 (6 hours of labor per game)
Public Address Announcer	\$ 65.00 per game
^{viii} Audio Engineer	\$ 261.00 (6 hours of labor per game)
Scoreboard Operator	\$ 75.00 per game

TOURNAMENTS: Fees for rental of athletic facilities for tournaments will be determined on an event basis using the fees outlined above as a guide. Fees may vary depending on the age of the athletes and additional resources needed to support the tournament.

ⁱ Diane Geppi- Aikens Field is not available for game day rentals

ⁱⁱ Rental of practice facilities provides you with access to practice facility noted in contract and restrooms only.

ⁱⁱⁱ Groups with athletes may elect to provide their own trainer or utilize a member of Loyola's training room staff. Provided trainers must be willing to treat both teams. Certification of provided trainers must be provided to Loyola University in advance. Advanced notice must be provided to secure Loyola training room staff.

^{iv} These are resources that are a requirement of renting the facility. These are assigned based best practices of Loyola University Maryland. These are assigned based on attendance, time of rental, and designed usage of facility by client. The assignment of these resources is at the sole discretion of the University and the client is responsible for these costs. These costs are provided in advance of the contract letter to the client.

^v If user's event requires tickets for admission, User agrees that Loyola's ticketing box office shall at all times maintain control and direction of ticket sales and will not permit tickets or passes to be sold or distributed in excess of the capacity of the Facilities, as determined by LOYOLA. Loyola University is an exclusive Ticketmaster venue. No other tickets or preprinted passes can be utilized for admittance to this event. Loyola has the right to refuse admittance to any patron without a proper ticket.

^{vi} Scoreboard provided for these rentals is noted as practice boards, fascia board or temporary scoreboard. No access to other scoreboards is available unless specifically noted in contract.

^{vii} If User selects to utilize the video board for scoring, timing, and video playback a University video engineer must be the operator.

^{viii} If user selects to utilize the stadium sound system for public address and playback of recorded audio a University audio engineer must be the operator.

Appendix D Loyola University Asset Cost Estimates for Event Usage

Velour stage backdrop drape & backdrop up lights. \$ 135.00



The backdrop is used to create an elegant frame around the presentation stage. The event sponsor can choose between green or black fabric for their backdrop. The up-lights add an element of color to the backdrop providing a dimensional appearance to the drape and your presenters on stage. Events will recommend a color for the up-lights based on the theme of the event or the event sponsor can select a color. The University seal can also be added. This picture is from an Admissions event in McGuire Hall.

Ficas trees can also be added as an additional element for your stage. \$ Market Price



Trees are rented directly through a third party vendor. These costs can be provided when the space is reserved for the event. The decision of how many trees is dependent on the size of the stage and user preference. This picture is from a lecture being held in McGuire Hall with a north stage orientation.

30' tall Black velour backdrop \$ 3000.00



This drape is used in larger venues to create a more intimate feel for an event. The drape is hung from the steel structure in venues such as Retiz Arena. This drape creates a theater style atmosphere when attendance is greater than event spaces such as McManus Theater or McGuire Hall can accommodate. This picture is from the fall convocation event in Reitz arena during family weekend.

Velour room backdrop with a running length of 40' or less.

\$ 100.00



There are 4 colors of drape available to select from. The user may select from green, grey, black and the photo blue backdrop featured in this picture. This photo is an example of the backdrop used for photographs during Commencement.

40' downstage crush blow thru barricade

\$ 600.00



Crush Barricade is used to separate talent from the general public. This prevents the unauthorized access to the stage by the general public. This is specified in all contracts between performers and Loyola University Maryland. The barricade is pictured here in Reitz arena during a concert performance.

Up lights (when entire room needs up lights)

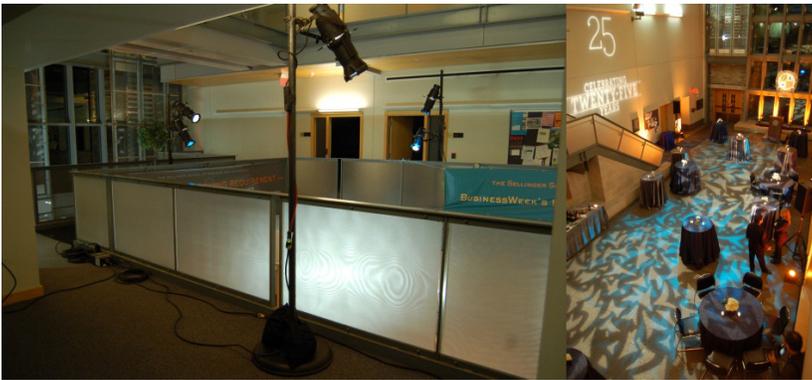
\$ 100.00



Up lights are used to add colored accent to a larger room. These lights provide a warm glow within a room reducing the need for overhead lights that may wash out colors an event planner is looking to accentuate. The picture highlights the use of up lights during an event where the color pink was required based on the theme. The event sponsor can choose from over 300 colors based on the theme of the event.

Pipe and base lighting rig (single fixture and single gobo)

\$ 50.00



The first picture features several single lighting fixtures on pipe and base with a gobo in each fixture. The second photo is the outcome of the projected gobo on the floor. The NSI dimming package is also required for this type of application. The second photo is the Sellinger School Atrium celebrating 25th Anniversary of the Sellinger School. The words Sellinger School and the number 25 are also gobo projected images.

NSI Dimming package

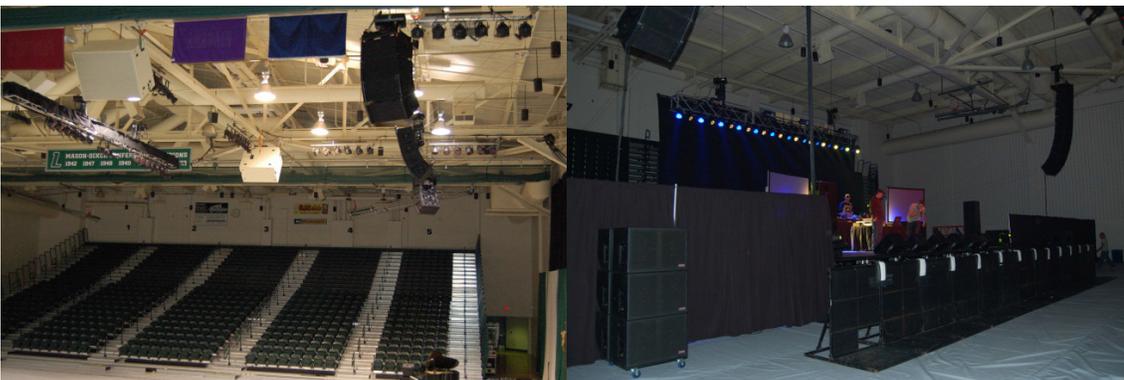
\$ 35.00



This dimming system allows for the connection of 4 smaller wattage lights to highlight a small stage or performance area. This provides the ability to highlight a podium or light a general stage area. The photo shows 4 small lights focused on a small performance stage in Reitz arena during Relay for Life. This is a very limited dimming system that can only be used in specific applications.

Upstage / downstage lighting system with dimming, control

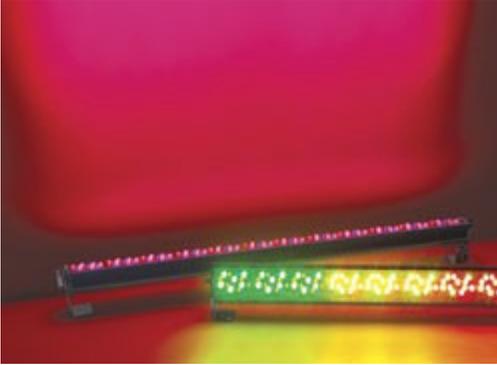
\$ 1500.00



This is a lighting system utilized in larger venues for concerts, lectures, or theatrical performances. This lighting system is versatile in fixture selection and color choices. The pictures above show the system for an Admissions open house in Reitz and the second photo shows the system being used for a concert in Reitz Arena.

Color blaze (6')

\$ 125.00



This 6' long LED fixture provides a shower of colored light to a specific focusable area. Every 2' section can be programmed as a different color. The LED fixture provides an unlimited amount of colors that can be reproduced. These fixtures can present a great backdrop lighting effect. They can be utilized as front light or back light for theatrical, music or staged productions.

Disco light(s)

\$ 50.00 each



The disco effect provides colorful light around the room. This fixture is pictured behind the jungle sign. There are two effects to choose from: 1) a spinning ball and 2) a rectangular colored light that throws light around the room. These fixtures are designed to work in smaller venues such as 4th floor program room or McGuire hall.

S4 par / ellipsoidal

\$35.00 each



Image for reference only



These are single lighting instruments that can be added to existing lighting systems or used for specific purposes to highlight an element the event sponsor would like to accentuate. The rental includes all cabling and rigging needed to provide the event sponsor with the impact requested.

LED Par 64

\$15.00 each



These are single lighting instruments that can be added to existing lighting systems or used for specific purposes to highlight an element the event sponsor would like to accentuate. The LED fixture provides an unlimited amount of colors that can be reproduced. They can be utilized as front light or back light for theatrical, music or staged productions. The rental includes all cabling and rigging needed to provide the event sponsor with the impact requested. This photo highlights several of them being used in McGuire Hall with different colors being produced by the same lighting fixture.

Portable public address System (up to 100 people)

\$ 150.00



This public address system is the perfect complement when amplification for a single speaker at a podium in a small auditorium or church hall is needed. The photo shows the system being used in the basement hall of St. Mary’s Church in Govans. This system does not accommodate any music playback or instrumentation.

JF audio system (set)

\$ 300.00

KF300 Audio system (set)

\$ 300.00



These smaller audio system are perfect for small bands, theatrical performances, or shows where music and spoken word are interchanged. The photo highlights a student band playing in McGuire Hall.

EAW 850 Speakers for a small concert (no stage monitors / with stage monitors) \$ 500 - \$ 750



These audio speakers are larger in size and in punch. They are designed for a larger band in size and in amount of sound that can be produced. The cost includes speakers and amplifiers only and offers an option for stage monitors and amplification. Microphones, monitor consoles and FOH consoles are not included with this package. This photo highlights a show on the Jenkins Quad.

730 Line array (flown subs)

\$ 850.00



These two photos highlight the most versatile audio system available. This is a line array system that can be used in Reitz, McGuire, or outdoors in a multitude of configurations. The system also has subs available that fly as part of the system. This system can look like a banana when flown. This cost includes rigging, speakers and amplifiers.

FOH, stacks, racks, microphone kits, cable trunk, wedges, side fill

\$ 500.00



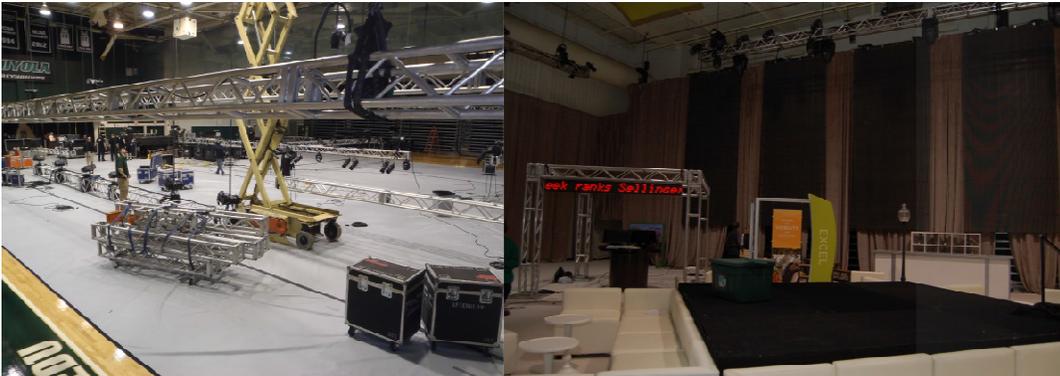
These photos exhibit the equipment needed to reproduce live sound for entertainment. This equipment is required with speakers that are selected based on the requirements of the talent, venue size and event sponsor requirements. The first picture demonstrates a front of house console, outboard equipment including delays, eq's and effects. The second picture highlights a monitor desk and the outboard gear required for that operation.

CM 1 ton	\$ 100.00
CM ½ Ton	\$ 75.00
CM ¼ ton	\$ 50.00
CM 300lb	\$ 50.00



Chain motors are utilized to lift lighting, audio, soft goods, video, and cable above the heads of guests or stages. The ability of a motor to lift a certain amount of weight creates the differences in costs. The photo above shows a variety of motors based on size/weight of items being lifted. A chain is hung from selected structural steel and the motor itself climbs the chain. This picture demonstrates motors used in Reitz Arena.

12” Thomas box truss (in sections 10’, 8,’ 5’, or 21/2 ‘	\$10.00 per section
12” Thomas box truss corner blocks, grapples, or base plates	\$20.00 per section



Truss may be required for a rigging requirement or used as a decorative element. Truss pictured here is being used for rigging and to establish a trade booth for Sellinger in Reitz Arena.

Appendix D Loyola University Asset Cost Estimates for Event Usage

4'x6' Truss screen front/ rear screen fabric \$ 80.00



This size screen is perfect for small presentations where ceiling height is a concern. They can be used in pairs to provide a large punch to a smaller audience. These screens work well in applications where 100 guests may be viewing the image on the screen. Images can be projected from the front or the rear depending on the design of your event. This photo highlights the use of this size screen in the Library Auditorium.

5'x8' Truss screen front/ rear fabric \$ 100.00



This size screen is perfect for medium sized presentations. They can be used in pairs to provide a large punch to your audience. These screens work well in applications where 100 -150 guests may be viewing the image on the screen. Images can be projected from the front or the rear depending on the design of your event. This photo highlights the use of this size screen in the 4th floor program room.

10.5'x14' Truss screen front / rear fabric \$ 150.00



This size screen is great for medium to large sized rooms and where your attendance is estimated to be over 150 people. These screens can be flown from ceilings or placed freestanding on a floor. They can also be used in pairs to make a large impact for your guests. This is an excellent large format screen where a 15x20 is too large for the venue or application. The photo shows the screen flown in Reitz Arena.

Appendix D Loyola University Asset Cost Estimates for Event Usage

15'x20' Truss screen front fabric (add \$25 for dress kit) \$ 200.00 each



These projection screens are designed for larger venues where expected attendance would exceed 500 guests. These can be flown from a high ceiling or stand on legs depending on the application and design of the event. These screens only be use front projection. The screens shown here are hung at 1st Mariner Arena during University Commencement exercises.

12.5'x20' HD Truss screen front / rear fabric. \$ 200.00 each



These projection screens are designed for larger venues where expected attendance would exceed 500 guests and the projector is HD. These can be flown from a high ceiling or stand on legs depending on the application and design of the event. The screens are being used in McGuire Hall for the Scholarship Dinner.

15' x 20' blow up outdoor screen \$ 200.00



This projection screen is designed for outdoor environments to show a movie on the big screen. This screen is designed for movies or live action videos it is not conducive for power points or projected text. The image can be projected from the front or the rear depending on the design of the event. The photo shows the screen at the FAC inside the pool area.

3000 lumens digital video projector with short/long throw lens kit

\$ 100.00



Pictured here is a video projector that has the ability to illuminate (3000 lumens) a screen where ambient light is not present. A fully dark room is required to see the projected image. This projector is best used for screens that are sized 5' x 8' or smaller. The photo illustrates the projector being used on a stage in a darkened room.

5000 lumens digital video projector with short/long throw lens kit

\$ 200.00



Pictured here is a video projector that has the ability to illuminate (5000 lumens) a screen where there is ambient light. The image can be viewed where light is present as part of the event. This projector can be used with any of the screens in the University inventory. The photo illustrates this projector being used in a room where there is a lot of natural light. The photo is taken in the library atrium.

8400 lumens digital HD video projector with short/long throw lens kit

\$ 400.00



Pictured here is a high definition video projector that has the ability to illuminate (8400 lumens) a screen where there is ambient or natural light . The image can be viewed where light is present as part of the event. This projector can be used with any of the screens in the University inventory. The photo illustrates this projector being used in McGuire Hall where there is a lot of light.

Appendix D Loyola University Asset Cost Estimates for Event Usage

Video switcher

\$ 50.00

This equipment is utilized when multiple sources are required as part of a single projection show. The example would be if the event sponsor wanted to show a power point and then wanted to switch to a video or internet clip. This allows seamless transitions between the sources.

Video amplifier

\$ 65.00

This equipment is utilized when an event sponsor requires the use of multiple projectors or displays. This equipment amplifies the video source so there is no loss of transmission between the projectors and the sources.

Shure Conference 1 Board Room audio system with up to 36 stations

\$ 2600.00

Additional Stations

\$ 40.00 each



This system provides a microphone and audio monitor at each seat. This system is designed for use in board rooms where attendance is larger than 25. The system allows for private conversations and can provide an analog recording of the meeting. The system is pictured above at a Loyola Board of Trustees meeting.

4 ought feeder & 2/5 feeder, with power distributed receptacles,

\$ 91.00 (running feet up to 250')



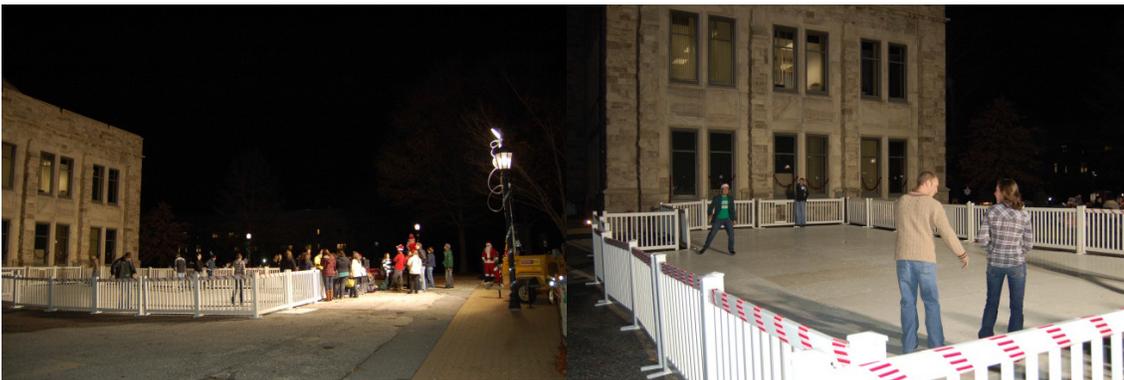
The pictures show the feeder run and the break-out box for receptacles. The wire carries high voltage and then the box distributes it into multiple 120-volt receptacles in one location. The second photo shows multiple coffee pots in one location being plugged into one power source.

Portable Generators

\$ 52.00 each (this includes up to 4 hours of fuel)



The generators pictured can produce up to 4000 watts of electricity at a constant 60 hertz cycle. They are safe for connecting electronics and production equipment. They are designed to run in quiet mode and can be placed close to event locations and near stage set ups without the concern of hearing an engine running. They are pictured here on the Jenkins quad during a performance by the Chapel Choir outside the Alumni Chapel to commemorate the anniversary of 9-11.



This is a construction type light tower that provides mercury vapor lighting in a focused area. This light tower works well when an event requires plain white light in a compact area. There is no color or dimming options. The photo above illustrates the fixture used to light the parking area between Beatty Hall and Xavier Hall for an ice skating event.

Trailer rental

\$100.00



This trailer is used when an event sponsor hosts an event off Loyola property boundaries. The trailer provides a safe and reliable way to transport equipment when other University vehicles are slated for other jobs. The trailer is towed by a University vehicle that can transport up to 5 members of the university to save on vehicle rental and fuel costs.

Two-Way Radios programmed on LTR site or Talk Around

\$15.00 each



Two- Way radios can be used by event sponsors for communication during an event. They offer coverage up to a 5 mile radius when used on the Loyola property or a 1 mile radius when used off site. They are programmed with University frequencies to provide private communication for the event sponsor and those involved in the event.

Prepared by Event Services, Updated March 2014.

Appendix E

Comparison of Internal Loyola Costs in Relation to External Third Party Vendor Costs

	<u>Loyola</u>	<u>Third Party Vendor</u>	
Velour stage backdrop	\$100.00[i]	\$140.00	\$7/ft
Black velour with seal & up lights	\$135.00	\$172.00	
Black velour 30' room backdrop	\$3,000.00	\$3,320.00	\$30/ft
Black velour room backdrop 40'	\$100.00	\$150.00	
40' downstage crush blow thru barricade	\$600.00	\$720.00	
Up lights (when entire room needs up lights) 24 Fixtures	\$100.00	\$192.00	
NSI Dimming package	\$35.00	\$50.00	
Pipe and base lighting rig (single gobo)	\$50.00[ii]	\$55.50	
Up / Down truss rig, dimming, control	\$1500.00[iii]	\$1,800.00	
Color blaze (6')	\$125.00	\$950.00	
Disco lighting effects	\$50.00	\$75.00	
S4 par / ellipsoidal	\$35.00	\$17.50	
Par 64 Led fixture	\$15.00	\$30.00	
Portable public address System (up to 100 people)	\$150.00	\$200.00	
JF audio system (set)	\$300.00	\$425.00	
KF300 Audio system (set)	\$300.00	\$425.00	
Stage Monitors (wedges)	\$300.00	\$300.00	
850 rig (no wedges / wedges)	\$500-\$750	\$1200.00 – \$1500.00	
730 Line array (flown subs)	\$850.00[iv]	\$1,280.00	
FOH stacks, racks, microphone kits, cable trunk, wedges, side fill.	\$500.00	\$800.00	
CM 1 ton	\$100.00[vi]	\$100.00	
CM ½ Ton	\$75.00	\$100.00	
CM ¼ ton	\$50.00	\$100.00	
CM 300lb	\$50.00	\$75.00	
4'x6' Truss screen front/ rear screen fabric	\$80.00[vii]	\$90.00	
5'x7' Truss screen front/ rear fabric	\$100.00	\$100.00	
10.5'x14' Truss screen front / rear fabric	\$150.00	\$325.00	
15'x20' Truss screen front fabric (add \$25 for dress kit)	\$200.00	\$350.00 (\$225.00)	
12.5 x 20 HD Truss screen front / rear fabric	\$200.00	\$350.00	
15' x 20' blow up outdoor screen	\$200.00	\$500.00	
3000 lumens projector with short/long throw lens kit	\$200.00	\$600.00 (400 lens)	
5000 lumens projector with short/long throw lens kit	\$200.00	\$900.00 (400 lens)	
8400 lumens digital HD projector with short/long throw lens kit	\$400.00	\$1,750.00	
Video switcher	\$50.00	\$225.00	
Video amplifier	\$65.00	\$125.00	
Shure Conference 1 up to 30 stations	\$2,600.00	\$3,500.00	
Additional Stations	\$40.00	\$55.00	
4 ough feeder & 2/5 feeder, w/ lunch box (s) 250'	\$91.00	\$200.00	
Generators	\$52.00	\$100.00 – \$250.00	
Light tower	\$150.00	\$228.00	
Trailer rental	\$100.00	\$100.00	
Two-Way on LTR site	\$15.00	\$35.00	

Comparison of Internal Loyola Costs in Relation to External Third Party Vendor Costs

End Notes

[i] Loyola users can choose between two colors of backdrop at no additional cost, third party colored backdrops vary in cost based on color. Cost noted here is for a black backdrop from third party vendors.

[ii] This equipment is provided to a Loyola user with choice of lens, lamp wattage, rigging equipment to hang fixture, a large selection of University owned gobos. These additions would be invoiced by the third party vendor based on what the user requests.

[iii] This equipment is provided to the Loyola user with all of the motors, rigging, dimming, control and cabling included. Third party rentals would require additional costs for this product, the rental cost noted is for truss and lights only, motors, rigging, dimming, control and cabling would be extra.

[iv] This equipment is provided to the Loyola user with all of the rigging and cabling included. Third party rentals would require additional costs for this product, the rental cost noted is for speakers only, motors, bumpers and cabling would be extra.

[v] This system would be presented to a Loyola user with full audio cabinets as well; this cost would give the user a system to be utilized for a venue where they wanted to utilize a full band setup. The rental price from a 3rd party vendor would only include the noted equipment and speakers would also have to be rented.

[vi] All costs for motor rentals include all rigging required to hang equipment the client has requested, third party contractors add costs for rigging boxes.

[vii] Screens provided to Loyola clients come complete with front and rear screen fabrics based on design and customer preference. Third party vendors charge individually for the screen fabric.

[viii] The rental of a projector to a Loyola user includes a full lens kit and based on set up, projected distance and screen size--appropriate lens is selected and utilized. The rental from a third party vendor would only include a standard lens and the user would be limited to the performance of the lens so throw distance and set up could not be manipulated.

Prepared by Event Services, March 2014.

Event Services Cost Estimate Sample Worksheet

Artist: The Francis Factor		Venue: Reitz Arena / McGuire Hall		Building		Settlement: Joseph Bradley			
Date: Tuesday, March 18, 2014		Market: Baltimore, Maryland				Promoter: Archdiocese of Baltimore			
BOX OFFICE	S/F/S	P/A	General	VIP	Contingency			Capacity	2,820
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Paid								Paid	0
Comp								Comp	0
Kills								Kills	0
Total(s)	0	0	0	0	0	0	0	Total Tix	0
Tix Gross	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Gross Sales	0.00
								City Tax 0.00%	0.00
			Drop Count	0				ADJUSTED B.O. GROSS	\$0.00
SHOW EXPENSES			Estimate	Advance	Actual	CASH SETTLEMENT			
Talent	Guarantee					Adjusted B.O. Receipts \$0.00			
	Production					Promoter Expenses -			
	Travel					Promoter Profit/Loss -			
0.00	Misc.								
Advertising	Print					Adjusted Ancillaries \$0.00			
	Radio					Building Expenses -			
	Television					Building Profit/Loss -			
0.00	Misc.								
Box Office	10% Rent								
	Set-Up								
	Ticket scanners								
	Box Office Manager								
	Ticket Printing								
0.00	Ticket Sellers								
Venue						ANCILLARIES			
Reitz						Concessions			
	Mac book pro					Per Cap		\$	-
	Mac Book Pro back up					Tax	7.00%	\$	-
	Video switcher package					Expenses	45.00%	\$	-
	2 @ 12.5' x 20' screens					Net Revenue -			
	2 @ video projectors								
	Audio					Merch			
	Lighting					Per Cap	\$0.00	\$	-
	100' black drape 30' h					Tax	0.00%	\$	-
	40' green backdrop					Labor	0.00%	\$	-
	scissor lift					Split	0.00%	\$	-
	Broadcast camera package					Net Revenue \$ -			
	chairs for the arena floor								
	Crowd management staff					Ticketmaster Rebate			
	shore power distribution					Attendees	60%	\$0.00	\$ -
	Production labor estimate					Tax	0.00%	\$	-
	Tele Prompter					Net Revenue \$ -			
	Rental of transportation servcies								
						Fee's			
						Parking	\$0.00	\$	-
						Facility	\$0.00	\$	-
						Tax	0.00%	\$	-
						Net Revenue -			
0.00	% Contingency					SHOW SUMMARY			
Promoter Expenses	ASCAP					On-Sale Tickets: N/A			
	BMI					Day-Of-Show Tickets: _____			
	Catering					Day-Of-Show Weather: _____			
	Medic					Competing Shows: _____			
	Insurance					SHOW NOTES			
	Towels								
0.00	Misc.								
Total Show Expenses			-	-	-				

APPENDIX F

INTER-DEPARTMENTAL TRANSFER OF FUNDS

DATE: *“Insert date here”*

REFERENCE # **TG1-701-** *“Insert reference number here”*

FROM:

Department Name *“Insert Department Name here”*

Contact Name *“Insert contact name here”*

Please Transfer \$“Insert amount here”

From Accounting Code

Signature of Departments’ Account Administrator

Approval Date:

Reference: *“Describe event information here”.*

TO: *Event Services & Auxiliary Management*

Our Accounting Code

THANK YOU
Please do not send to disbursements.
Fax the completed form to x2211
Keep original as your copy

Event Services and Auxiliary Management

Event Services Office Use _____

ⁱ Rate includes bed linens.

ⁱⁱ Rate includes bed linens.

Rates Updated December 2014