



Event Rental Policies

University of Bridgeport

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Mission Statement

The mission of University of Bridgeport is to educate a diverse student population in a dynamic environment that aligns education, commerce and community. Our innovative programs of study prepare students for professional careers while promoting lifelong learning and civic responsibility. As a nurturing university community, we challenge students, faculty, staff and administration to fully realize their highest academic, professional and personal potential.

Core Values Statement

University of Bridgeport's Core Values are its deeply held beliefs that represent the University's highest priorities and fundamental driving forces. They define our passion for what we do and how we choose to resonate with and appeal to students, employees and the greater UB community: **Purpose**, **Academic excellence**, **Student success**, **Service to community**, **Integrity**, **Opportunity** and **Navigators**.

Agreements

All Agreements, insurance documentation, vessel waivers, and other requested information must be returned to the University fourteen (14) days prior to the event. Event request forms must be completed at least seven (7) days prior to the event.

Alcohol on Campus

In cases where alcohol is approved for an event, liquor liability insurance coverage must be provided by the renter and all applicable vendors, and alcohol may only be served by a licensed caterer. A copy of the caterer's license must also be supplied in advance of the event. Depending on the nature of the event, University of Bridgeport may require you to hire additional security to ensure the event is contained and the guest list controlled.

Animals

Animals of any type are not permitted inside University of Bridgeport buildings, with the exception of those used for assisting persons with disabilities (licensed service dogs) or unless included as part of an agreed upon rental, as specified in the contract. Outdoor events on the University of Bridgeport campus may also have restrictions on the types of animals allowed, please discuss in advance with your Event Manager.

Audio/Visual

For in-depth A/V needs, rates or questions about capabilities, please contact the Event Manager. If you are interested in bringing in an outside vendor for A/V needs, please confirm with the Event Manager prior to the event.

Cancellation

Failure to abide by these rules will result in cancellation of the event without refund and/or denied requests for future rental. All requests are subject to cancellation by University of Bridgeport, if the facilities are required for any university activity that University of Bridgeport deems a priority, or for emergency purposes. In this case a full refund may be issued.

The University reserves the right to determine the number of personnel needed for an event based upon the expected attendance, type of event, as well as the right to cancel an event when it exceeds maximum capacity. Additional personnel needs may result in additional rental fees applied to the final bill.

Once payment has been made, all event cancellations must be made in writing at least five (5) business days prior to the scheduled event in order to receive a full refund. A 50% cancellation fee is assessed if an event is cancelled within fewer than five (5) business days. Events cancelled less than 24 hours in advance will receive no refund.

Catering/Food

Food and beverages are permitted only in designated areas. Events where food and/or drinks are served may be subject to additional custodial fees.

A list of preferred caterers is available from your Event Manager. All caterers must be licensed as required by the Connecticut Department of Public Health. All caterers shall meet the University's insurance requirements. Caterers serving alcohol for events where it has been approved must provide a copy of their license to serve and provide liquor liability insurance coverage for the duration of the event.

Children

Children and adolescents must be supervised at all times during an activity. Failure to abide by this policy may cause the cancellation of an event. University personnel may deny requests for future room rentals.

Clean up

The User will be responsible to clean up any debris and materials after the event, and leave the premises in proper order. Failure to clean up will incur an additional fee.

The User will be liable for any damages caused by its use of the facilities and will pay the University for any damages incurred.

All personal materials, equipment, and furnishings must be removed from the University campus at the conclusion of the event.

The event, including cleanup, must be concluded by the end of the contracted event time. If additional clean up time is needed, that will be added to the rental contract.

Depending on the nature and timing of the event, additional charges may apply for custodial staffing.

Damage

Any damage to the University facilities is the responsibility of the organization/group. In the event of such damage, restitution to the University must be made in full.

Decorations

Decorations are permitted as long as they comply with University Guidelines (below) and are approved by Event Manager or designee prior to the event date. A minimum fee of \$250 will be assessed for violations and decorations will be removed.

Renters shall provide their own tablecloths if needed.

Decorations must be non-obtrusive, meaning they do not cause physical damage to the facility. Generally, users must comply with the following guidelines:

- Keep all paper and cloth away from light fixtures.
- Play-Doh™, glitter, confetti, birdseed and rice are not permitted.
- Nothing shall be hung from or attached to ceiling sprinkler heads.
- Fire extinguishers, alarm pull stations, alarm horn strobes, exit doors and corridors are not to be hidden or obstructed.
- Nails, tacks, staples, or other sharp objects are not to be driven into walls, floors, ceilings or tables.

- The use of masking tape, scotch tape, two-sided (carpet) tape or duct tape is prohibited.
- The use of glue on any surface is prohibited.
- Blue tape and putty is acceptable.
- Signs on walls, pillars, windows and glass doors, and banners must be approved in advance. Any approved banners must be dropped off at least three days in advance to be properly hung by facilities.
- Decorations must not be attached to curtains, draperies, blinds, or air vents.
- Balloons (helium-filled or not) must be tied down and removed after the event is completed.
- All free-standing decorations must be stable and anchored securely.
- Sand, mud and gravel are prohibited.
- Open flames are prohibited.
- User shall remove all adhesive materials from tables, chairs and windows. Violation of this rule will result in a \$50.00 fine.

Electrical

Basic electrical outlets are available in all event spaces and in select locations outdoors. Renters must supply any necessary extension cords or power strips needed for their event. Any hookups are subject to approval by the facilities team for safety reasons. Any electrical needs beyond standard outlet use or needs for outdoor spaces must be discussed in advance of the event and may require additional fees for staffing, permits, or excessive use.

Emergencies

Medical Emergencies: In case of injury or illness on the University of Bridgeport Campus, immediately call 911. Give your name and describe the nature and severity of the medical problem and the campus location of the victim. Stay on the telephone with the 911 dispatcher – that person will guide you in steps to handle the emergency until trained personnel arrive. Have someone outside the building to “flag down” emergency personnel when they reach the vicinity of the building. As soon as it is possible to do so, report the incident to Campus Security at (203)521-6195. Whenever possible, keep the Event Manager informed of the situation throughout.

***NOTE:** Only trained personnel should provide first aid. Dial 911.

Evacuation Emergencies: Emergencies that require evacuation include: fire, explosion, bomb threat, hazardous material release, earthquake and other natural disasters.

If the fire alarm sounds during your event, **everyone** must evacuate the building immediately by way of the nearest exit. Stay calm and have your attendees and others evacuate the building in an orderly manner. Evacuation plans are posted in each room. Upon exiting the room, close the door to retard the spread of toxic atmosphere, smoke, and/or flame. Do not use the elevator. Go to a designated rally point.

If you hear an evacuation alarm, stay calm and have your attendees and others evacuate the building in an orderly manner by way of the nearest exit. Evacuation plans are posted in each room. Upon exiting the room, close the door to retard the spread of toxic atmosphere, smoke, and/or flame. Do not use the elevator. Go to a designated rally point.

During the case of a bomb threat, **DO NOT** use cellular phones or close doors. Stay calm and have your attendees and others evacuate the building in an orderly manner. Go to a designated rally point.

***NOTE:** Rally points must move a minimum of 300 feet away from the affected building. Attempt to determine if any persons are missing or not accounted for in your group. **DO NOT** return to an evacuated building. Instead, contact a Campus Security personnel, University representative, police or fire personnel.

Food Trucks

If you are considering the use of food trucks during your event, please consult with the Event Manager to discuss approved parking locations. University of Bridgeport must receive a copy of each truck's health permit as well as each truck must provide a COI listing University Of Bridgeport as additionally insured. We also require all food trucks to place a tarp or liner under the truck for the duration of the time they are parked.

Fundraising

Usage of University of Bridgeport facilities for fundraising requires prior written approval of the university president or designee.

Insurance Requirements

Valid Certificate of Insurance listing University of Bridgeport as additionally insured must be provided prior to the date of the event:

- a. Minimum requirements are Commercial General Liability: 1 Million/Occurrence, 1 Million/Personal Injury, 2 Million/Aggregate
- b. Description box of Accord 25 must list **“University of Bridgeport and its affiliates as Additional Insured on a primary and non-contributory basis for [name and date of the event and if applicable, who is hosting the event]”**.
- c. Valid Insurance Endorsement must also be attached.
- d. Certificate Holder should be listed as University of Bridgeport, 126 Park Ave Bridgeport, CT 06604
- e. Additional requirements may apply depending on the nature of the event and/or the spaces rented.

Logo

The University of Bridgeport logo is copyrighted and the unauthorized use is prohibited. The use of the logo by non-university organizations will be prosecuted. Permission to use the University Logo must be requested in advance by the User and approved by University of Bridgeport designee for all items including but not limited to, publication on the websites, print materials, apparel, and novelty items. All non-university organizations or groups are prohibited from representing or advertising affiliation with the University. Once permission for use has been granted by University of Bridgeport, the User will be sent our Style Guide.

Marketing

Brochures, pamphlets, and printed material must have appropriate disclaimers disassociating University of Bridgeport from the views and sponsorship of the organization/group. Soliciting is not allowed on campus.

Non-competition with University of Bridgeport Programs and/or Departments

University of Bridgeport reserves the right to refuse to accommodate events and/or activities that compete with the educational offerings, services and programs currently available on the university campus.

Any non-university groups that schedule a class or instruction on campus must clearly identify, on all marketing material, that the event is not university-related.

Groups or organizations offering programs or training in competition with programs or classes offered by the University are not eligible to use University facilities unless the president or designee specifically approves such requests.

Parking

Parking in the University lots will be available to anyone attending an event. Handicapped parking is available. For overnight parking or large vehicles, please confirm with the Event Manager in advance regarding availability and location of parking.

Payment

Payment due dates and amounts will be outlined explicitly in the Rental Agreement. An invoice will also be sent in advance of the event outlining this information and will include information on accepted forms of payment.

Rates

Categories and Classification:

- Community/Public for-profit groups pay 100% of advertised rate
- Community/Non-profit organizations pay a discounted advertised rate
- Educational institutions, organizations affiliated with schools pay a discounted advertised rate

*If applicable, submit proof of Not-for-Profit status as required, 501(c) (3).

Rates are charged on a per day/hour basis and include all time the space will be needed (prep, event, cleanup). The charges for multiple classrooms at the same time will depend on the number of rooms used and type of activity in which the room will be used. Costs for additional services (including but not limited to, linens, security, custodial, facility maintenance, computer technician, and audio-visual) will be assessed in addition to the facility usage fees as appropriate to the activity. The University reserves the right to determine which, if any, of the additional services and the costs are incurred are appropriate. Organizations will be advised of total charges following review of the official Event Request Form or Room Rental Agreement.

Rental Policies

All requests are to be directed to the Event Manager in the Facilities Department. Requests for space reservations are on a first come-first serve basis and must be submitted no later than one (4) weeks prior to the event. Earlier submission is strongly recommended. A request does not guarantee a space. We recommend that you do not advertise your event until you receive written confirmation (rental agreement) and it is signed and returned with a 50% deposit made payable to University of Bridgeport (cash is not accepted). The University Room Rental Agreement and insurance must be returned to the Events Manager in the Facilities Department fourteen (14) days prior to the event. Failure to do so will result in cancellation without refund.

A representative is encouraged to visit University of Bridgeport prior to the event to view the space and to review support and setup needs, University of Bridgeport rules and regulations and expected fees.

All set up request must be made within five (5) business days of the event. Changes or additions requested within three (3) business days of the event will not be guaranteed.

Safety

In order to protect the safety and security of all guests, University of Bridgeport employees, and other persons in the space, all capacities must be adhered to, all aisles and exits kept clear, and all fire equipment left untouched. For outdoor or larger events a permit may be required, or you may need to get your floor plan approved by the fire marshal.

Be sure to take note of all exit locations in the space you are using and point them out to your guests as well. Note the location of the emergency procedures document in case of an emergency and familiarize yourself with the procedures in advance of the event whenever possible.

Weapons of any kind are not allowed on the University of Bridgeport campus, even with a proper permit. Hazardous and/or flammable materials are also not allowed. This includes sternos.

Security

University of Bridgeport reserves the right to determine how many Security Officers or Police Detail is required, at the renter's expense. In case of any incidents during your event, please notify the Event Manager, and file an incident report with the Security team.

Set-up

Set-up of tables, chairs etc. that are included as part of the rental shall be the responsibility of University of Bridgeport employees. Renters will not move furniture unless assisted by a University of Bridgeport employee. Additional furniture may also be rented from and set up by an outside vendor; arrangements for pick up and drop off must be coordinated with the Event Manager.

Signage

All flyers, posters, and signs need to be approved and date stamped at the Information Desk prior to posting. Information generally will be posted for two (2) weeks or until the date of the event, and then will be removed by the Event Manager.

All information needs to be approved and date stamped before posting, or it will be removed.

Smoking

Smoking is permitted only outside in designated areas. Smoking is prohibited in all University of Bridgeport buildings. Smoking is permitted outdoors, outside a twenty-five (25) foot radius of any building on University of Bridgeport's property.

Solicitation

Solicitation will not be allowed on the University's campus.

Staff Instruction

Renter and guests must follow all instructions from University of Bridgeport staff, including instructions concerning parking and moving furniture. University of Bridgeport reserves the right to exclude or remove persons who fail to follow posted routes, parking entrances, and designated parking areas. University of Bridgeport reserves the right to remove those persons who jeopardize University of Bridgeport's property, facilities and staff.