



Thank you for your interest in renting space at North Carolina Central University.

All external individuals or organizations interested in renting space at North Carolina Central University campus should complete a Facility Request Form. Because of institutional space priorities, it may not be possible to reserve certain venues.

Clients will comply with the university's policies at all time.

The university will not assume or accept any responsibility for damage to or loss of any merchandise or articles belonging client or its guests left on the premises before, during, or after the event.

Please note: The booking start time is the point at which the client, the client's staff, or any vendors need to access the room(s) for event preparations. Similarly, the booking end time is the time when the client, its staff, or any vendors vacate the facility. Clients must remove all signage, decorations, equipment, and other items by the end of the scheduled move-out time.

## **Insurance Requirements**

The Organization hereby agrees to indemnify and hold harmless North Carolina Central University, the State of North Carolina, and all their officers, employees and agents. That also includes any judgments any person had, or may have in the future, against those agencies or individuals arising out of or in any way connected with the event at North Carolina Central University.

At all times during the use of North Carolina Central University property, the user is required to have a Certificate of Insurance. The certificate must cover required general liability limits and must be issued by a company licensed to do business in the state of North Carolina. The coverage must include general liability coverage on an occurrence basis in the minimum amount of \$1,000,000/\$5,000,000 combined single limit; bodily injury sub-limit of \$1,000 premises medical payment per person: \$10,000 premises medical payment per accident; and \$100,000 care custody and control.

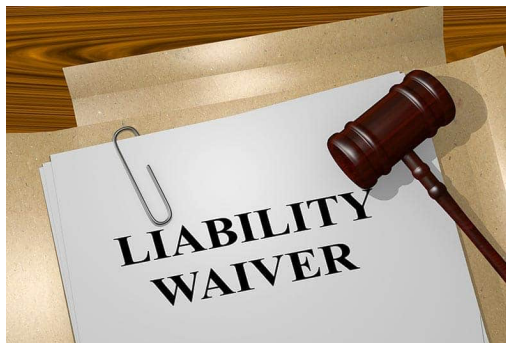
The user shall name North Carolina Central University, including its trustees, officers and employees as additional insured for the said purpose and use of this agreement. The user agrees that the insurance will be primary coverage and will contain no terms allowing the insured to be subrogated to the rights of any injured or damaged person or entity insofar as said person or entity may have claims against North Carolina Central University. The user shall also maintain Workers' Compensation insurance to meet the requirement of the Workers' Compensation laws of North Carolina where applicable.

The Certificate of Insurance will be attached to the contract by the organization prior to the execution of this contract. The organization will cooperate fully with North Carolina Central University in any investigation of any claim or potential claim made by any person or organization in connection with services provided under this agreement. This statement was updated February 11, 2022.

## **Waiver of Liability**

A Waiver of Liability Agreement is a legal document between two parties — the releasor or person promising not to sue — and the releasee or person or company who is potentially liable. By signing this waiver form, the releasor acknowledges that he or she understands the risks and claims involved and agrees to not sue the Releasee for past or future injuries or damages. This form must be signed by all participants.

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## **Rental Fees and Associated Costs**

Fees include space rental, setup, and breakdown. Additional costs such as public safety, audiovisual, and maintenance may apply and are based upon length of time, location, and other event requirements.

## **Payment**

Total payment is due after NC Central University Vice Chancellor of Administration and Finance signs the contract.

Please submit **cashier's check only**, payable to:

*North Carolina Central University*

*Office of Special Events*

*Facilities Operations*

*1801 Fayetteville Street*

*Durham, NC 27707*



## **Confirmations / Contract**

Space reservations for external individuals and organizations remain tentative until the signed contract, Certificate of Insurance, and total payment are submitted.



## **Promotion of Event**

Please also note that all promotional materials for the event, including but not limited to brochures, press releases, mailings, visual, and written advertisements must be pre-approved by NCCU Office of Communication and Marketing.

Please contact Quiana Shepard [qshepard@nccu.edu](mailto:qshepard@nccu.edu)



## **Audiovisual Services**

Event Support provides technical support for internal and external events on campus (sound, projection, and video) and ensures a professional and trouble-free event for faculty, staff, student and the public. These services may incur a charge based on scheduling time. Fees will apply for events outside of normal business hours and on weekends.

**Note:** Advanced notice of 10 business days before the day of the event is required for technical support. Please contact Anthony Glenn [aglenn@nccu.edu](mailto:aglenn@nccu.edu)





## **Security**

The more people who will be attending an event, the greater the need for a security team. Many security experts use 50 guests as the dividing line between a small and large event where a security force is essential. If there will be 10 to 50 attendees, you may require only one security guard. If there are fewer than 10 guests, you can probably get by without security. Please contact Lt. Lateria Scott [lscott@nccu.edu](mailto:lscott@nccu.edu)



## **Parking and Transportation**

Parking logistics are just important as event logistics. Special event parking is considered any parking that is requested for five or more vehicles. The process for this system involves the creation of unique passes for specialized events on particular dates for a specific window of time. Please contact the Parking and Transportation office for assistance. 919-530-7338 or [pvereen3@NCCU.EDU](mailto:pvereen3@NCCU.EDU)



## **Catering**

Are you looking for a caterer who can accommodate all your needs for your next event?

Catering requests for all events held on campus must be submitted to the Food Service Contractor (Aramark).

The Food Service Contractor is the only food service provider allowed on NCCU's campus. Please contact Vince Royalty, catering manager. [VRoyalty001@NCCU.EDU](mailto:VRoyalty001@NCCU.EDU)



## **COVID-19 Restrictions**

At this time there are no masking or capacity limits nor are vaccination and testing required for external event participants.

If conditions change (e.g., rise in cases on campus), all non-essential events may be canceled or postponed in order to best “Protect the Nest.”

If you have any questions or concerns, please call Sharnia Herbin (919) 530-7893 or email [sharnia.herbin@nccu.edu](mailto:sharnia.herbin@nccu.edu)