



Use of Facilities Agreement/User Contract Saemann Student Center, Conferences & Events

Thank you for your interest in hosting an event at Wartburg College. Please see detailed information below. You may also contact our event coordination office at 319-352-8286 or e-mail jean.buckingham@wartburg.edu.

I. FACILITY USE

The hosting of an event at Wartburg College does not necessarily imply college endorsement or sponsorship of a product, issue, or idea. College guests may be asked to include this disclaimer in their advertising/recruitment and to submit proof of such disclaimer to Wartburg with facility deposit.

In accordance with the **Iowa Smoke Free Air Act**, there is no smoking on the Wartburg campus, buildings, streets, or parking lots. Smoking is only permitted on public streets and sidewalks adjacent to public streets.

II. TIERED FEES

The facilities fee structure will be based on four user tiers. Student tech labor fees apply to all tiers.

- A. **Full College** – The event is sponsored by the college for college constituents and may include public audiences. **(No Facility Fees Except Cancellation Fees – Student Tech Labor Fees Still Apply)**
- B. **Wartburg-Hosted** – The event is hosted or facilitated by an individual or group affiliated with the college or a college department working in conjunction with an outside agency. At least part of the event funding comes from non-Wartburg constituents. Fee reduction will be considered if event attendees are not charged. Fee reduction request must be made in writing. **(50% Facility Fee(s) + Resource Fees If Applicable)**
- C. **Non-Wartburg Nonprofit** – The event is hosted by an outside nonprofit organization for non-college constituents. **(75% Facility Fee(s) + Resource Fees If Applicable)**
- D. **Non-Wartburg for Profit** – The event is hosted by an outside for-profit organization for non-college constituents. **(100% Resource Fee(s) + Facility Fees If Applicable)**

III. INCLUDED AMENITIES

- Customized catering of all events
- Day passes to the Wartburg-Waverly Sports & Wellness Center available at a reduced rate when purchased in advance by those hosting or attending a conference on campus
- Dining and coffee shops in several campus locations

- Computer kiosks and wireless Internet access in Saemann Student Center
- Wheelchair assistance available with advance requests
- On-site campus security team with 24/7 coverage
- Free and accessible parking

IV. FOOD & DRINK POLICY

With the exception of water, food and drink are not permitted in either McCaskey Lyceum or Neumann Auditorium. Water may be brought into these venues in covered containers. Policy violation will result in a minimum fine of \$50 for the host group. Additional fees will apply as needed to recoup cleaning/restoration expenses.

V. RESOURCE FEES

Resource fees will be implemented beginning in the 2010-11 academic year. These fees will cover any resource not included in the standard set-ups that will be established for each venue. Resource fees will include transportation of equipment by authorized personnel. To prevent damage to equipment, floors, doorways, and walls, users do not have the option of transporting their own equipment. Set-up changes made within 72 hours of an event will incur a penalty charge of \$25. Technician fees required for Neumann Auditorium and McCaskey Lyceum will continue.

VI. CONTRACTS

Users in Tiers B (Wartburg-Hosted), C (Non-Wartburg Nonprofit), and D (Non-Wartburg for Profit) will sign a written contract that includes a facility deposit, payable within five days of the contract date, and a penalty for cancellation.

VII. FACILITY DEPOSITS

This fee, payable within five days of the contract date, is required to hold space and applies to users in Tiers B, C, and D. (No deposit is required for Tier A Full College users.) Deposit is based on the size of group:

1-50 guests	\$50
51-100 guests	\$100
100+ guests	\$150

Deposit is 50% refundable if event is cancelled more than 10 business days prior to event.

Damage/Extra Cleaning Deposit: \$250 if deemed necessary by college. User liability includes damage to walls, floors, furniture, etc. Fully refundable if no damage incurred or extra cleaning required. Wartburg College reserves the right to process this and additional charges incurred for facility restoration.

VIII. CANCELLATION FEES FOR TIER A USERS (FULL COLLEGE)

Any cancellations occurring within 72 hours of an event will incur a minimum \$50 fee. User is also responsible for any direct expenses already incurred by college prior to cancellation. Event hosts whose events are cancelled due to circumstances beyond anyone's control (such

as flight delays due to inclement weather) will be asked to submit their request for waiver of cancellation fee in writing so that documentation is available for Advisory Group.

IX. ADVISORY GROUP

An Advisory Group will help guide implementation of this policy. The committee will include the following representatives or their appointees:

- Director of Saemann Student Center, Conferences and Events
- Event and Scheduling Coordinator
- Assistant Dean for Academic Affairs
- Director of Development
- Assistant Vice President for Admissions
- Director of Athletics or Executive Director of The W

X. SEASONAL DISCOUNTS

A 10 percent discount may be offered to groups scheduling events when fewer students are utilizing college facilities, e.g., during college breaks, May Term, or the summer months. Please inquire as to availability.

XI. DINING FEES

Dining Services fees and policies are separate from facilities agreement.

WARTBURG COLLEGE RENTAL FACILITIES FEES

Facility Rental

Chapel Wedding	\$250	
Rehearsal Dinner in Chapel Commons for Chapel Wedding	\$50	
Chapel Commons	Faculty/Staff - \$25	Public - \$50
Tier D Fees	Full Day	**Half Day
Neumann Auditorium	\$600	\$400
McCoy West, Student Center	\$100	\$50
McCoy East, Student Center	\$100	\$50
McCaskey Lyceum, Student Center	\$400	\$250
Knight's Room, Student Center	\$150	\$100
Heritage Room, Student Center	\$150	\$100
St. Elizabeth Room, Student Center	\$150	\$100
Knights Ballroom Combined (all three of the above)	\$400	\$300

Buckmaster Room, WBC	\$150	\$100
Accounting Room, WBC	\$125	\$75
WBC Lecture Rooms (215, 217)	\$100	\$50
Science Center 134	\$150	\$100
Science Center 102	\$175	\$125
Other Classrooms	\$75	\$40

** Daytime reservations typically made 8 a.m.-noon OR 1 p.m.-5 p.m.
 Requests outside of these parameters (such as 10 a.m. -2 p.m.) may be subject to full-day fee.

Wedding Guidelines

Use of the Wartburg Chapel for weddings is restricted to Wartburg students, alumni, current Board of Regents members, and current faculty/staff and their immediate families. Alumni are considered degree-seeking students who have attended classes full-time at Wartburg for at least one year.

Evangelical Lutheran Church of America

As a college of the church, Wartburg is happy to host ELCA groups and activities. The rental prices vary pending the size of the group, areas used, and the type of activities offered. To make event arrangements or inquire about rental fees, please e-mail Jean Buckingham, Event & Scheduling Coordinator at jean.buckingham@wartburg.edu.

Wartburg-Waverly Sports & Wellness Center

A variety of rental opportunities are available at the Wartburg-Waverly Sports & Wellness Center (The W). The W can provide space and activities for groups of all sizes. Rental prices vary with group size, areas used, and type of activities. To make rental arrangement or inquire about rental fees, please contact thew@wartburg.edu or call (319)352-8713.

- Classrooms - \$15/hour \$50/half day \$100/day
- All three classrooms - \$175/half day \$250/day

The W Classrooms are used for academic course work, meetings, conferences, and entertainment space. The standard setup includes 19 5' X 18" tables with 38 chairs. The tables are on wheels and can be configured many different ways. A video screen, computer, ceiling mounted data/video projector, dry-erase board, and sink are provided in each classroom. The three classrooms are divided by moveable walls, allowing capacities of 40, 80, or 120.

The Wet Classroom, adjacent to Schuldt Natatorium, is used for water safety courses, meetings, birthday parties, and small gatherings. The standard setup is 13 5' X 18" tables with

26 chairs. The room has a dry-erase board and a television monitor connected to a computer for power point and DVD capabilities.

RESOURCE FEES

Neumann Auditorium

Neumann Auditorium is furnished with 1,194 seats, a full stage, main curtain, mid-stage black curtain, upstage black curtain, and white drop. The standard set-up includes a full-stage lighting wash, adjustable-height podium, microphone, and two red formal or two black padded chairs on stage. Standard set-up in the lobby includes two 8' black-skirted tables with two chairs per table.

Additional Charges

Technicians (required in this facility)	\$15/hr per technician
Follow spotlight	\$10/hr
Band shell and acoustical clouds	\$50
1 row of stage extensions w/lighting	\$50
2 rows of stage extension w/lighting	\$75
Complete setup of stage extension w/lighting	\$100
Portable staging	\$5/platform
Lighting specials	\$10/lighting fixture
Banner hanging w/ lighting special	\$25/banner
Rear projection video screen and projector	\$25
8' table (skirted)	\$5/table
9' concert grand piano	\$25*
Upright piano	\$15*

* The pianos are "as is" tuned.

McCaskey Lyceum

McCaskey Lyceum is furnished with 226 permanent seats (with 94 additional chairs bringing total capacity to 320), a full stage, main curtain, mid-stage black curtain, upstage black curtain, white drop, and CRESTRON AVMM control system. Standard set-up includes a full lighting wash, podium, microphone, and two chairs in the pit. Standard set-up in the lobby includes two 8' black-skirted tables with two chairs per table.

Additional Charges

Technicians (required in this facility)	\$15/hr per technician
Portable staging	\$5/platform
Lighting specials	\$10/lighting fixture

Banner hanging w/ lighting special (Charge is higher than Neumann Aud because task is more difficult in the Lyceum)	\$50/banner
Front projection video screen and projector	\$25
8' table	\$5/table
Table skirt	\$2.50/table
Upright piano	\$15*
Additional chairs for audience seating	\$2/ chair

* The pianos are "as is" tuned. Professional tuning is available for \$100. Tuning arrangements should be made three weeks in advance through the Music Department (319-352-8300).

Other Rental Facilities

You can view 360 degree panorama views of the following facilities at <http://www.wartburg.edu/studentcenter/facilities.html>

Sandra Rada Orchestra Hall – Fine Arts Center Room # 105

Orchestra/Recital Hall contains a pipe organ and a grand piano. Standard rehearsal seating is for 100 people. The facility also includes a second-floor recording studio. NO AVMM equipment is included in the room.

Band Hall – Fine Arts Center Room #100

The Band Hall has standard seating for up to 120 people. The hall contains a grand piano. The facility also includes a second-floor recording studio. NO AVMM equipment is included in the room.

Liemohn Choral and Recital Hall – Fine Arts Center Room #129

The Choral and Recital Hall has three rows of seated risers for 100 people. NO AVMM equipment is included in the room.

Science Center 102 (Hagemann Auditorium)

Located on the first floor, Hagemann Auditorium has a capacity of 102. Classroom features:

- 24' Linear Feet Chalkboard
- Computer – PC Workstation
- Document Camera
- DVD Player
- Overhead Projector - transparencies
- Ceiling Mounted video/data projector

Qwizdom- Classroom response system
4 Speakers Wall mounts
Stereo Receiver
VCR
3 Video Screens

Science Center 134 (Voecks Auditorium)

Located on the first floor, Voecks Auditorium has a capacity of 102. Classroom features:

24' Linear Feet Chalkboard
Computer – PC Workstation
Document Camera
DVD Player
Overhead Projector - transparencies
3 Ceiling Mounted video/data projectors (2 used for stereo imaging presentations)
Qwizdom- Classroom response system
4 Speakers Wall mounts
Stereo Receiver
VCR
3 Video Screen

Whitehouse Business Center 116

Located on the first floor, WBC 116 (the accounting room) has a capacity of 60.

Classroom features:

24' Linear Feet Chalkboard
Computer – PC Workstation
Document Camera
Stereo Receiver
VCR Player
DVD Player
Overhead Projector - transparencies
2 Speakers Wall mount
2 Video Screens

Whitehouse Business Center 214 (Buckmaster Room)

Located on the second floor, WBC 214 (the Buckmaster room), has a capacity of 90.

Classroom features:

24' Linear Feet Chalkboard
Crestron touch panel control system
Computer – PC Workstation
Document Camera
VCR/DVD Combination Player
Overhead Projector - transparencies

- 2 Speakers Wall mounts
- 1 Video Screen

Heritage Room, Saemann Student Center

The Heritage Room is used for meeting, conference, and entertainment space. Standard set-up includes 8' round tables for a seating capacity of 100. The room is furnished with a 9'X12 video screen, ceiling drop-down data/video projector, jack for a wired microphone (podium), and one handheld or lavalier wireless microphone. A multimedia box connects to the data/video projector via cables in a floor pocket. The box contains a DVD/VCR player and an audio/video interface for use with a laptop computer.

St. Elizabeth Room, Saemann Student Center

The St. Elizabeth Room is used for meeting, conference, and entertainment space. Standard set-up includes 8' round tables for a seating capacity of 100. The room is furnished with a 9'X12 video screen, a jack for a wired microphone (podium) and one handheld or lavalier wireless microphone. Data/video projector may be added as an additional resource.

Hagemann Castle Room, Saemann Student Center

Hagemann Castle Room is a formal dining and reception area for special events. Please contact us for rates and availability.

McCoy East Conference Room

McCoy East Conference Room is used primarily for meetings. Standard set-up includes seating for 20 around one large table. The room is equipped with a 27" television, a VCR/DVD combination unit, video screen and white dry-erase board. Data/video projector may be added as an additional resource.

McCoy West Conference Room

McCoy West Conference Room is used primarily for meetings. Standard set-up includes seating for 16 around one large table. The room is equipped with a data/video projector, a 27" television, a VCR/DVD combination unit, video screen, and white dry-erase board.

Chapel Commons

Located in the basement of the Warburg Chapel, the Chapel Commons is an open space with a capacity of 225. The area has one wired microphone system, a video/data projector with a VCR/DVD player, and an upright piano. The area's white walls work well for image projection.

Additional Resources (available for multiple venues)

Choir Risers, Delivery and Set-up:

Chapel \$5/set, Neumann \$7.50/set, Student Center \$15/set

Flip Chart Paper, Markers & Easel

\$10/day

8' Table

\$5/table

Table Skirt

\$2/table

Chairs

\$2/chair

Portable PA System Microphones and CD Player w/ MP3 Input

\$50 - \$100

(for locations where there is no sound enhancement,
appropriate system depends on venue need as determined by
technical crew)

Technicians (required)

\$15/hr per
technician

Polycom Video Conferencing System

\$75/session

Polycom Audio Conferencing

\$60/session

TV with VCR/DVD

\$10/day

Video Projector (where not installed)

\$25/day

Printing, Copying, and Production Charges

College rates