



## **Guidelines for Operation**

### **I. General**

The BB&T/Amelia Wallace Faculty/Alumni House serves as a gathering place for Francis Marion University faculty, staff, alumni, and guests. The House is commonly referred to as *The Cottage* at Francis Marion University. *The Cottage* functions as a focal point for faculty and alumni programs and events. *The Cottage* is available for use by Francis Marion University faculty, alumni and staff and may also be reserved/leased by outside entities for special events as availability permits.

*The Cottage* has a large meeting/dining room to accommodate approximately 65 people, a smaller dining/meeting room which can house 12 people, a bar that opens to a library room and two large guest bedrooms with adjoining baths. *The Cottage* contains a kitchen with a grill and oven for limited meal preparation. An exterior patio has barbecue facilities and a garden area for outside functions.

### **II. Food and Beverage Operations.**

**A. Bar.** The bar will be open Monday through Friday only 4:30 pm to 7:00 pm with grill service available. The bar is also available for special events outside these hours (See Section III, C.). All state and local laws concerning the consumption of alcoholic beverages will be observed and strictly enforced at all times.

**B. Meal Service.**

*Lunch* – Lunch will be served Monday through Friday 11:30 am to 1:30 pm unless precluded by special events for which advance notice will be promulgated.

*Dinner* – When announced, dinner will be served for special meals which will require reservations.

*Payment Options* – Payment will be by cash or credit card.

**C. Catering for Special Events.** (See section III, B. of this document).

### III. Special Events.

Special events are events beyond the daily operating activities of *The Cottage* and must be reserved/approved by the FMU Foundation Office seven days in advance. Examples of special events include meetings, conferences, training sessions, special luncheons or dinners and receptions. The facility will be open to accommodate special event bookings based on availability and may be scheduled by anyone with a Francis Marion University membership affiliation as addressed in the Bylaws. Also, *The Cottage* is available to individual and corporate members of the community based on availability. No more than 200 people may occupy *The Cottage*.

- A. Reservations.** Reservations must be made to the FMU Foundation Office at least 7 days in advance by email, fax or by mail with the name, address and phone number of the person making the reservation on a Facility Use Agreement. Please call the FMU Foundation Office at (843) 661-1380 if you would like a tour of the facility.
- B. Special Events Catering.** All catering for special events will be done by Sodexo Campus Services, the University's dining service provider. Arrangements for their services can be made directly by calling (843) 661-1260. Outside catering generally is not permitted; however, special arrangements may be made with the FMU Foundation Office for alternative means of food service unique to the occasion.
- C. Special Events that Utilize Bar Services.** All state and local laws concerning the consumption of alcoholic beverages will be observed and strictly enforced at all times. A paid bartender/caterer is required with an additional fee of \$12.00 per hour for bartending services. These services can be arranged by calling the Sodexo Campus Services Office at (843) 661-1262.
- D. Rental Rates.**
- *Francis Marion University Events* - Based on a memorandum of agreement between Francis Marion University and the FMU Foundation, all University-related events scheduled at *The Cottage* are covered through an annual fee paid by the University and will not require individual departmental reimbursement.
  - *Individual and Corporate (NonMember) Events* - For special events for individuals or groups who do not hold membership classification as determined by the *Bylaws of the BB&T/Amelia Wallace Faculty/Alumni House*, please see the attached document entitled *Rates for Special Events*. Rental fees are due when renters of *The Cottage* sign the Facility Use Agreement and include a damage/clean up deposit.

- *Member Events* – For special events for individuals who hold membership classification as determined by the *Bylaws of the BB&T/Amelia Wallace Faculty/Alumni House*, please see the attached document entitled *Rates for Special Events*. Rental fees are due when renters of *The Cottage* sign the Facility Use Agreement and include a damage/clean up deposit.

**E. Damage/Clean-Up Deposit.**

- A damage/clean-up deposit of \$100 will be assessed for use of *The Cottage*.
- The unused portion of the damage/clean-up deposit fee will be refunded within approximately ten working days of an event if *The Cottage* is not damaged and if all of the trash, decorations and rental equipment is removed appropriately and all keys are returned.
- If an event is catered by Sodexo, Sodexo is responsible for removing all garbage/trash, immediately following the event as well as disposing of all garbage/trash to a proper dumpsite off site.
- Otherwise, the individual or group renting *The Cottage* is responsible for leaving the venue in its original condition.

- F. Cancellation/Refund Policy.** Full refunds will be given with a request to the FMU Foundation Office at least forty-eight (48) hours prior to a scheduled event. For any cancellation within forty-eight (48) hours of a scheduled event, the damage/clean up deposit will be kept as payment of the fee for late cancellation.

**IV. Guest Suites.**

The two guest suites will be available for overnight accommodations for Francis Marion University faculty and staff, alumni, Board of Trustee members as well as guests of the University. The suites are subject to availability and are reserved on a first come first serve basis. Housekeeping service is provided. The suites can be reserved through the FMU Foundation Office by calling (843) 661-1380.

**V. Operational Oversight.**

The Executive Director of the FMU Foundation will be responsible for operational oversight of *The Cottage* and will:

- Exercise controls in accordance with policies and guidelines established by the Faculty/Alumni House Advisory Committee and approved by the University Administration.

- Maintain the events/reservation calendar.
- Take credit card numbers, or budget account numbers to secure deposit(s) and payments as necessary.
- Notify custodial services before and after events.
- Coordinate with Sodexo Campus Services as necessary.
- Notify the FMU Campus Police of event times and the nature of the event.
- Drop off keys with the FMU Campus Police as required.
- Execute necessary facility use agreements.
- Provide a diagram of the facility or set-up of tables and chairs if applicable for catering.

## **VI. Contract Information.**

- A. Basic Stipulations.** *The Cottage* and surrounding grounds will be used only for the purpose noted in the Facility Use Agreement and no other. Use of the facility may not in whole or in part be assigned, transferred, or sublet by the assigned user. Any individual or group that utilizes the facility is responsible for damage to furnishings, equipment, land, landscaping and/or house incurred during its use.
- B. Liability.** Each facility user shall indemnify and hold harmless the FMU Foundation, its agents and employees against any and all damages, claims, liability due to loss of the property of others or any other liability arising out of its use of *The Cottage*. The facility user is responsible for the payment of any damages to or loss of the FMU Foundation's property if it occurred as a result of the preparations or clean up for, or during the actual event itself.
- C. Keys.**
- All guests who have made reservations for special events and/or guest suite(s) may pick up the appropriate key(s) on the day of the reservation at the FMU Foundation Office during normal working hours. To pick up keys after normal hours or on weekends, please call FMU Campus Police by dialing (843) 661-1109.
  - Keys must be returned at the end of the function or upon checkout of the guest suite(s) to the FMU Foundation Office during normal working hours. To return keys after normal hours or on weekends, please call FMU Campus Police by dialing ext. 1109 or by dialing (9) 661-1109.

- D. Rental Equipment.** Rental equipment should be removed at the end of the event. Failure to remove rental equipment will result in forfeiture of the Damage/Clean-Up Deposit.
- E. Furniture Relocation.** Lessees cannot move any furniture, rugs or decorations. Everything must remain in place. Any request to deviate from this policy must be made in writing at least one week prior to the scheduled event. The lessee will receive a written response indicating permission or denial. Failure to comply with this policy may result in forfeiture of the damage/clean-up deposit. Furniture, equipment, and all items belonging to *The Cottage* must not be removed from the premises.
- F. Hanging Items.** There will be no hanging of items from the walls, ceilings, or the exterior areas of *The Cottage*.
- G. Amplified Music.** Amplified music is permitted inside *The Cottage* and on the immediate grounds for event purposes only. All exterior music must cease at 10:00 pm.
- H. Special Events Ending Time.** All special event activities at *The Cottage* are to end no later than 11:00 pm; clean-up should be completed and the facility closed no later than 12:00 pm.
- I. Additional *Cottage* Rules.**
- 1. Birdseed** – Only birdseed (not rice) should be thrown on the outside of *The Cottage*; birdseed should not be thrown indoors.
  - 2. Candles** – Candles should be lit only on the dining room table.
  - 3. Floral Arrangements** – All floral arrangements must have liners.
  - 4. Hot Food Items** – A protective pad must be used under any hot food items placed on the dining room table or other surfaces that may become damaged from hot items.
  - 5. Pets** – No pets are allowed with the exception of service animals (animals that are individually trained to perform tasks for people with disabilities).
- J. Compliance.** The FMU Foundation reserves the right to deny use or continued use of its facilities to any person or organization not complying with the FMU Foundation’s policies and procedures.
- VII. Emergencies.** For emergencies, 911 should be called by dialing 9 for an outside line and then pressing 911. The FMU Campus Police can be reached by dialing ext. 1109 or by dialing (9) 661-1109.

## VIII. Additional Information.

- *Accessibility for the Disabled* - *The Cottage* is accessible for people with disabilities with an accessible entrance and designated accessible parking spaces.
- *Smoking Restriction* – Smoking is not permitted inside or outside *The Cottage*. Francis Marion University is a non-smoking campus.
- *Gas-operated Fireplace* - The fireplace located inside *The Cottage* Library is gas operated. An FMU Foundation representative can provide directions on the use of the gas-operated fireplace.
- *Fire Extinguishers* - An FMU Foundation representative can point out the location of fire extinguishers within the facility.
- *Audio/visual Equipment* – A/V Equipment is available for meetings, seminars, and conferences and training. Reservations for the equipment should be made at the time the reservations are made and the Facility Use Agreement is executed.
- *Parking* - There are a limited number of parking spaces available directly adjacent to *The Cottage*. These spaces are accessible from Wallace Woods Road and through Parking Lot F. Parking Lots F and E also provide proximate parking.
- *Campus Police Jurisdiction* - All functions at *The Cottage* fall under the jurisdiction of the FMU Campus Police.
- *Telephone Usage* - Local telephone calls may be made from any telephone in *The Cottage* by dialing 9 and the local number. Long distance calls may be made from the Guest Suites by dialing 9 and then using a calling card with a 1-800# access code.
- *Left Belongings* - The FMU Foundation is not responsible for any belongings left on the premises.

Thank you for inquiring about the Faculty/Alumni House at Francis Marion University. If the slightest policy or procedural questions exist, individuals or groups are encouraged to raise them in advance. For further information please contact the Foundation Office at (843) 661-1380 or by mail at FMU Foundation Office, PO Box 100547, Florence, SC, 29502-0547 or by e-mail at ckelly@fmarion.edu.