

## EVMS EVENT GUIDELINES

1. In order to schedule an event, an **Event Request Form** must be completed and submitted at least 8 weeks prior to the requested date. Only requests submitted with a minimum of 8-week's lead time can be considered.
2. EVMS Special Events will contact you within 5-7 business days of your submission. Additional information may be required to process your event request. Once approval to use EVMS space has been given by the approval committee, EVMS Special Events will provide written confirmation to use space.
3. EVMS reserves the right to relocate functions to a comparable space at its' sole discretion. Every effort will be made to inform the organizer in advance.
4. EVMS Special Events will prepare a Schedule of Fees for your event which includes facility and equipment rental fees as well as operational expenses for departmental services such as Housekeeping, Audio/Visual, Police & Public Safety, etc. See **Billing Rates**.
5. Inventory such as tables, chairs and other miscellaneous items are available to rent by completing an **Inventory Request Form**. This form must be completed a minimum of two weeks prior to the requested delivery date. Approval is subject to inventory and scheduling availability, and pricing is subject to change.
6. A Facility Usage Agreement will be issued and must be returned within 14 business days along with full payment and a certificate of insurance, naming EVMS as additional insured. The Facility Usage Agreement will provide the required limits for liability insurance and detail other conditions that may apply.
7. Events cancelled by organizer after Facility Usage Agreement has been fully executed will be subject to an administrative fee equal to 25% of the contracted amount.
8. EVMS facilities, audio/visual equipment, existing furniture and rented items must be left in the manner in which they were found. The organizer assumes responsibility for maintaining the condition of EVMS facilities and property, and shall be responsible for any intentional or accidental damage during its use. Fees may be applied for loss, damage, or excessive clean-up necessary to restore the facilities and/or property to its original state due to negligence or misuse.
9. The organizer is responsible for the conduct of their guests while using EVMS facilities.
10. EVMS is a tobacco free environment.
11. EVMS does not have an "in-house" catering service. The caterer you select must be an official, licensed business having liability insurance and workers' compensation, as well as an ABC permit if alcohol will be served. A list of **Approved Caterers** who are already familiar with EVMS facilities and policies is available if needed.

12. EVMS Police & Public Safety must be onsite during load-in and load-out to provide access to building, loading dock, hallways, and related restricted areas. They must be present during events if alcoholic beverages are served or if expected attendance is over 150 people. Charges for security services will apply during load-in and load-out as well as for events held outside of normal business hours 8:00am - 5:00pm, Monday through Friday.
13. EVMS Marketing & Communications will provide, at its discretion, the official EVMS logo. It also reserves the right to approve the use of the Institution's name or likeness on printed and digital materials including but not limited to organizer's website, invitations, posters, flyers, signs or other publicity pertaining to the event, including press releases.
14. EVMS Special Events must review and approve in advance all proposed logistical plans for special events, including but not limited to space configuration, circulation plan, seating arrangements, special effects and décor, entertainment, and all set-up and delivery. A walk-through of the facilities may be required.
15. Once event is approved, all support services (Housekeeping, Maintenance, Media and A/V Services, Parking & Transportation, Police & Public Safety, Event Coordination) will be coordinated prior to the event. EVMS Special Events will assist you in completing an **Event Work Order** to arrange these services.
16. The EVMS Special Events Task Force is an interdepartmental work group that meets monthly to address the needs of upcoming events hosted in EVMS facilities. The organizer is required to attend at least one meeting leading up to the event date. EVMS Special Events will contact you to schedule this.
17. Following the event, a **Client Satisfaction Survey** will be issued to the organizer. We appreciate the feedback so EVMS can continue to improve our facilities, event process and related services.