



NDNU CAMPUS FACILITY GUIDELINES

CUNNINGHAM CHAPEL

Dedicated in 1962, is located on the Notre Dame de Namur University Campus. A maximum of 500 persons are allowed to be in the Chapel at any one time according to local fire code. At present, the Chapel holds two baby grand pianos and one harpsichord. There are no restrooms available for guest use in the Chapel facility; however, there are restrooms open to the public in the gymnasium next door. There is a sacristy but there is no dressing area specifically for a bridal party. The chapel is equipped with 130 Breaking Bread worship aid/hymnals.

Persons and/or Groups Eligible to Use the Chapel: NDNU students, faculty, staff and its recognized groups.

Non-NDNU recognized or sanctioned groups with the approval of the Director of the Office of Spirituality.

NOTE: Use of the chapel for all Sacraments, including weddings, is restricted to CURRENT students, faculty, and staff of Notre Dame de Namur University, Notre Dame High School Belmont, and Notre Dame Elementary School Belmont and their immediate family members. Weddings are governed by the Regulations of the Archdiocese of San Francisco and also by the NDNU Policy on Catholic Marriages and Weddings

Fees

The Associate Director of Conferences Services will coordinate contracts and fees for use of Cunningham Chapel. Outside groups are responsible for purchasing a certificate of insurance when using the Chapel and paying any fees associated with use of the space. .

1. Dates and times requested must be submitted in writing to the Director of the Office of Spirituality and the Registrar's Office, along with a description of the event you wish to take place.
2. Requests for use of the chapel must be made at least 48 hours in advance.
3. Because the primary use of the Chapel is as a worship space, liturgical celebrations have precedence over classes, award ceremonies and other events and programs.
4. Weddings are governed by the separate wedding policy of the University and the Archdiocese of San Francisco. Inquiries for use of the Chapel for weddings should be directed to the Director of the Office of Spirituality.
5. Any needed furniture or AV equipment must be ordered by the persons reserving the Chapel through the maintenance and IT departments.
6. After use, the chapel must be returned to its proper order. Before leaving, be sure all lights and the PA system are turned off, windows closed and all doors securely shut. All programs, song sheets, or worship aids are to be collected and removed by those using the chapel. Breaking Bread worship aids should be returned to their proper storage place.

7. All trash is to be placed in the proper containers in the Narthex (vestibule) or the Sacristy by those using the chapel.
8. Furniture, including pews, lectern, altar, chairs, piano, tables, is not to be moved without consultation and approval by Office of Spirituality Staff.
9. No liturgical books, vestments, or other equipment are to be removed from the Chapel without the permission of the Office of Spirituality Staff.
10. No notices, posters, or decorations may be affixed by any method to any walls, pews, chairs, fixtures, or furniture without the prior consent of Office of Spirituality Staff.
11. All Chapel decorations are to be left in place and intact. If they need to be temporarily moved, they should be returned to their proper place after use.
12. *The altar is consecrated and is to be used only for the celebration of the Eucharist.* The altar is not to be used for refreshments, collating, or as a work surface.
13. *No food or drink is allowed inside the chapel.* Receptions can be held in the Narthex (vestibule) of the Chapel or on the patio just outside of the Narthex.
14. The Eucharistic side chapel where the tabernacle resides is a place of reverence; please honor this space with silence and respect.
15. If access is needed to the Sacristy, arrangements should be made through the Office of Spirituality Staff.
16. All official Roman Catholic Church guidelines are to be followed in regard to use of the space and liturgical celebrations.
17. Please maintain a general respect for the Chapel as a place of worship.
18. Any damages or losses incurred will be billed to those using the chapel.

WIEGAND GALLERY

1. Gallery security is the responsibility of the event sponsor. The sponsor (a University staff or faculty member) is required to ensure that the door to the Gallery is monitored at all times. When Public Safety initially opens the Gallery, they will set the door to lock. Public Safety must be contacted immediately when an event is finished so that they can set the alarm. When using the projection room, or during set-up when no one is in the Gallery, the Gallery door must be kept closed and locked. The door must never be propped open and left unattended.
2. All chairs, food, tables, AV, and other items must be removed before 11.30 a.m. the next day, and preferably right after your event. During the academic year the Gallery is available outside the hours when the Gallery is open to the public: Tuesday through Saturday from noon to 4p.m. During the summer all activities are overseen by the Office of Conferences and Events. The sponsoring department is expected to make sure that the Gallery is completely cleaned and that all trash has been removed. Future Gallery usage will be contingent upon thorough and timely clean-up.
3. Tables, chairs, and food must be kept away from paintings, sculptures, and other art works.
4. The Gallery will be inspected after every reservation to ensure that no damage has been inflicted upon either the art or facilities. The sponsoring department will be billed for any damages.
5. Red wine may not be served at any events.
6. The Gallery/Art Department Office is not available in conjunction with the events in the Gallery. Please do not ask the Public Safety to unlock the office.

7. The sponsor is responsible for contacting Custodial Services regarding event set-up, break-down and cleaning and Public Safety regarding opening and locking of the Gallery.

NDNU THEATRE

1. Event Times: The start time and date will be the only time you may enter the theatre for your event. If you wish to add additional time to your event please contact Mary Hill mhill@ndnu.edu to help you facilitate this need.
2. Food & Beverages Requirement: No food or beverage may be brought into the lobby, theatre, green rooms, or dressing rooms. Non-compliance may result in a portion of the security deposit being forfeited.
3. Performers' Food & Water: Refrigeration is not available at the NDNU Theatre for Guest Company without advance approval. No food or open beverage containers are allowed in the green room, dressing rooms or back stage. Bottled water with closing tops is allowed in the green room and dressing rooms.
4. Box Office: The Box Office is available upon request to use during rental times and dates. The equipment and office supplies including the phone and copy machine are not available for use.
5. Lobby: The lobby is available during the rental times and dates. Guest staff is to assure that no outside drinks or foods are brought to the theatre. The theatre furniture and equipment is to remain in place and may not be moved with advance approval.
6. House Capacity: Audience seating capacity is 572. The Green room capacity is 40/60 including dressing rooms.
7. Sets: The Guest Company set must be completed prior to load-in; there is no painting or construction allowed anywhere in or around the theatre.
8. Guest Company Property: NDNU Theatre has no lockable storage for valuables. Props may be stored in the prop locker back stage with prior approval. Guest Company must provide own locks. The NDNU Theatre is not responsible for guest company's lost properties.
9. Décor: Any signage, postings, or decorations in and around the theatre property and their method of affixing must be pre-approved. No signs or decorations shall be taped, stapled or fixed to the walls, windows, ceilings, courtyard or anywhere on or near the premises except as designated. Decorations must also meet City of Belmont Fire Codes and only fabric that is flame-retardant may be used. Absolutely No glitter or confetti is allowed. All decorations should be free-standing. The cost of any cleanup required by NDNU Theatre, including removal of signs, posters, notices or flyers or any damage to theatre property will be deducted from the security deposit.
10. Restricted Access: The light and sound booth areas are restricted and may not be accessed without Technical Director present or approval.
11. Parking: Parking in front of the theatre is complementary (30 spaces plus 4 handicaps) Arrangements can be made with the Notre Dame High School for additional parking at the time the contract is signed. There is an additional charge for this service.
12. First Aid: Guest Company must supply its own first aid supplies for the event.
13. Strike: At the completion of Guest Company event all properties, posters, costumes, etc. must be removed from NDNU Theatre. Additional charges may apply for staff clean up and storage.
14. Smoking: Smoking is not allowed on the NDNU Campus at any time.

15. Theatre Supplies: This NDNU Theatre is home to the department of Theatre and Dance students. Theatre and Dance supplies and classroom storage are not always secured. We trust our Guest Company to respect their property and not take them or use them for any purpose. This includes the white board in the classroom and the mail boxes in the green room.
16. Supervision: If the event involves children, Guest Company must provide one adult chaperone for every ten children under the age of 18.

GELLERT LIBRARY:

This policies related to space use at the Gellert Library. First and foremost, the goal of the Library is to uphold its mission:

1. The Carl Gellert and Celia Berta Gellert Library at Notre Dame de Namur University provides access to knowledge and information resources and assists students, faculty, staff, and all who seek information from the Library in the most effective methods of identifying and acquiring information resources to meet their curricular and research needs. The Library is a key component in the development of information policy for the campus and plays a key role in instruction, knowledge development, creativity, cultural transmission, and the scholarly communication process.
2. The Library provides an environment for free and open inquiry, fostering the interpretation, integration, and application of knowledge in all fields. It strives to create and support a pluralistic, highly qualified, and flexible Library faculty and staff committed to excellent service, continuous learning, and the values of the education experience.
3. In order to meet the Library's mission, priority of space use will always be given to library meetings, instruction sessions, and Library sponsored events. All use of Library space must be approved by the Director.
4. All events or meetings, regardless of size and purpose, must be approved by the Library Director. Due to the open layout of the Library, events or meetings are restricted to the reference desk area (west side of the building) or behind the art wall (east side of the building). We are unable to provide a private or enclosed space. Exceptions are made for major university events such as Week of Welcome and University Day, which take place in the large center space
5. The only groups eligible for reserving tables/space in the library are the President's Office including the Board of Trustees and the Provost and associate Provost
6. Small student organizations and study groups (groups of 10 or less) may use library space, but must secure a table and chairs on their own.
7. For events scheduled by groups who can reserve space, please provide the Library with event details (time, date, # of attendees, etc) 5 business days in advance. Provide a preferred date and an alternate date. Keep in mind that parking must also be accounted for.
8. In order to keep student study time a priority, events may not take place during the following days and hours:
 - a. Midterms week (fall and spring)
 - b. The last two weeks of each semester

- c. Holidays during which the library is closed
 - d. Day time peak hours: 4:00 – 6:00 pm and 7:00 pm – close
9. Exceptions can be made – please speak with the Library Director.
 10. Library staff will not reconfigure or reserve furniture for any events. If approved by the Library Director, you may contact facilities staff to place a request to move furniture. You are required to ensure that the furniture will be returned to its standard configuration following the event. Please provide and set up your technology, or speak to OIT about providing technology. The Library will not provide technology or technology assistance. Any use of microphones or amplified sound must be approved by the Library Director.
 11. Any food or drink brought into the Library for an event must be approved by the Library Director. Please make sure tables, chairs, and the floor are cleared of food after your event.
 12. Questions: email the library at library@ndnu.edu or stop in to speak with a librarian.

CAMPUS PARKING INFORMATION

The Office of Public Safety encourages the NDNU community to be aware of special considerations for parking arrangements for special events planning. On campus community please consult with the Director of Traffic & Parking during the initial planning stages of special campus events to be sure that parking is available. The general public should contact Conference Services staff before scheduling an event to determine if parking is available. When a university department, unit, or office hosts an individual or small group, no parking fee is assessed but the host organization must contact Public Safety well in advance (i.e., two weeks) to make appropriate arrangements. The following policies have been drafted to provide guidance regarding event and visitor parking. Sometimes, spaces in specific parking lots are needed to facilitate event parking. When the need arises to either partially or completely close lots, Public Safety will endeavor to notify all those people affected as soon as possible, and to post signs in the lots that are affected.

Guest Parking

Departments/Organizations sponsoring events can obtain guest parking permits from the Public Safety. The event host/sponsor must have written approval from her/his respective Dean or Vice President. Please provide 72-hour advance notice with the following information: name, date, time of arrival, and campus destination.

Conferences

Patrons or visitors attending conferences must display their parking passes properly and park in the designated areas or will be ticketed.

University Events

Guests, visitors or spectators attending University sponsored events will not be ticketed. These events include, but are not limited to:

Student Orientation

Athletic Events

Theatre Performances

Student Sponsored Events

During these events, daily-parking fees will not be collected. Please consult with the Director of Public Safety two weeks in advance of these events. security@ndnu.edu

Event Parking Reservations

For events that required parking services, a minimum of 5 days' notice is required. Notification of less than 5 days will result in a late charge of \$25, in addition to any staffing and service costs incurred. For clarification or further information regarding this special events parking policy, please contact the Public Safety or email security@ndnu.edu.

Ralston Hall is currently under construction for seismic retrofitting and restoration and is expected to be fully renovated and re-opened by 2019

INSURANCE REQUIREMENTS

For University Hosted Events (Category C) a certificate of insurance is required for your event. You can obtain a certificate through your business insurance company or from the person who handles your company's insurance.

The Licensee, at its expense, shall provide commercial general liability insurance in the combined single limit of not less than \$5,000,000 including, personal injury, naming Notre Dame de Namur University and Sisters of Notre Dame as an additional insured. In addition to the certificate of insurance, we also must obtain an *endorsement* of the policy from the insurance company issuing the certificate. The endorsement form should also name the University and Sisters of Notre Dame as additional insured parties.

At least 30 days prior to the event, the Licensee must deliver to the University a certificate with the proper endorsement from an insurer satisfactory to the University naming the University as an additional insured in connection with the Licensee's use of the Property. The certificate should reflect that the policy cannot be canceled without prior written notice of at least 15 days from the insurance company to the Licensee and to the University. Said insurance must remain in effect for the event.

The Licensee's commercial general liability insurance shall be stipulated as primary insurance without the right of contribution from the University.

Please mail or e-mail the certificate no later than 30 days prior to your event to:

Mary Hill Associate Director of Conference Services
1500 Ralston Avenue Belmont, CA 94002
650-508-3569 or mhill@ndnu.edu

CATERING BY BON APPETIT

Whether you're ordering lunch for a meeting, planning a reception for 200, or stressing out about a five-course dinner for a visiting VIP, we offer the complete range of services to insure your

event is a stellar success. Our chefs are culinary all-stars and they love making custom menus as well as classic comforts, that are not just healthy, and delicious, they're locally and humanely sourced. Our experienced staff can execute your vision with unparalleled service and taste. Dive into our sustainability standards and diverse menu offerings to discover what makes us uniquely Bon Appetit. A full catering guide can be found online at ndnu.catertrax.com.
ndnu.cafebonappetit.com 650-339-5818

ALCOHOL GUIDELINES FOR ON CAMPUS EVENTS

Alcohol may not be served at student sponsored event on campus. Alcohol may be served at institutional sponsored events on campus under the following guidelines. NDNU has adopted these legal and safe guidelines to encourage the responsible use of alcohol and to provide non-alcoholic alternatives for students who attend any on campus events.

The sponsoring organization must hire a caterer to serve all alcohol; this caterer must secure a temporary license from the Alcohol Control Board. The sale of alcohol either directly or indirectly without the license is prohibited. The sponsoring organization is responsible for all costs incurred in securing the caterer. Beer, wine, and one shot-mixed drinks may be served.

The focus of the event is not on the serving of alcohol.

A University Faculty or Staff member must be in attendance at all times.

No alcoholic beverages shall be provided to anyone under the age of 21 nor to any person showing signs of intoxication: a valid government ID, and student ID must be presented to insure compliance.

Whenever alcoholic beverages will be present at an on campus event, non-alcoholic beverages and food must be provided free of charge. The sponsoring organization or caterer must provide at least 2 liters of non-alcoholic beverages for every 10 persons. Food, preferable non-salty snacks, must be available during the entire time the alcohol is available.

All events where alcohol is served will require the presence of uniformed NDNU Public Safety Officer. The cost for the Public Safety Officer will be incurred by the sponsoring organization. The sponsoring organization is responsible for the conduct of attendees. The sponsoring organization may be held financially responsible for any damages to the premises and/or damage to personal property and/ or personal injury to any party (ies), and/or cleaning costs, if supervision is not adequate.

Any further questions may be directed to the NDNU Public Safety office

ALCOHOL PERMIT contact NDNU Public Safety at security@ndnu.edu