

Northern Kentucky University Baptist Student Center

Important Information for Visiting Groups

We are happy to consider providing the Baptist Student Center for your event. You can help us continue to make the facility available to groups like yours by helping us out in a couple of simple ways. Failure to follow instructions may result in denial of future use of the facility.

- 1) Any person or group making a reservation and using the facility and equipment should conduct themselves in a manner consistent with Christian principles.
- 2) Smoking and/or use of alcoholic beverages shall be prohibited in the facility or on its grounds.
- 3) Requests for use of any part of the facility and/or equipment must be made in advance and in writing (see attached Reservation Request Form) to the Campus Minister.
- 4) It is preferred the facility be used only during the hours in which the facility is normally opened. (8:00 a.m. – 10:30 p.m.)
- 5) The building closes each night at 10:30. Your group should plan on ending your meeting, clean up, and be out of the building by this time.
- 6) The use of the facility is restricted to the area(s) reserved.
- 7) All activities scheduled for other than Kentucky Baptist Convention related functions shall be charged the current rate for the reimbursement of facility/equipment and building supervision costs. The current minimum charge shall be paid in advance after approval has been given to use the building. *Currently the minimum reservation fee is \$50 for weekday use and \$75 for weekend use. The reservation fee for events over 5 hours will be charged at \$10 per hour for weekday use and \$12 per hour on weekend use. [This fee is used to cover costs for making the building available to outside groups.]*
- 8) Each organization shall submit in advance a satisfactory certificate of insurance (liability, workers compensation, etc.).
- 9) No person or group may reserve an area for meetings on a regular basis (such as every Wednesday night, etc.).
- 10) Any group using facilities will be given a copy of the Student Center Evacuation and Shelter Plan. The group will be expected to adhere to the provisions of the plan.
- 11) Groups are expected to clean up once the group is finished by putting everything in the trash receptacles that are provided. If you need more bags, please see the contact person. Please do not leave any trash on the floor or overload the trashcans. Full trash bags should be placed in exterior trash cans outside the kitchen.
- 12) If you should spill anything, whether on carpet, tile, or furniture please see the contact person for proper cleaning material. (Damage to BCM property will be billed to the group reserving the building.)
- 13) Please put chairs and tables in an orderly fashion when your event is completed.
- 14) If there is anything that needs maintenance, please leave this information with the contact person.
- 15) If you use Chartwells, please be sure that they return to clean up as soon as possible. This will help with cleanup and other groups using the facility after you. Please also inform Chartwells of the time you have requested for the building to be available. (The building will not be available early for set up or late for clean up unless specified on the reservation form.)
- 16) Do not smoke inside the facility. If people in your group choose to smoke outside, please be respectful and put cigarette butts .
- 17) The Kentucky Baptist Mission Board reserves the right to cancel any reservation if the facilities are required for Convention and/or Board use.

As the leader of a group using the Baptist Student Center, it is your responsibility to make sure people attending the event obey the occupancy limits posted throughout the building. It is also your responsibility to make sure that your group understands and can follow the evacuation instructions.

Northern Kentucky University Baptist Student Center

Emergency Evacuation Plan

The Baptist Student Center at Northern Kentucky University is taking several steps to educate people in the proper evacuation of the facility in the event of an emergency.

- 1) Evacuation Routes are posted by the doors in each room.
- 2) In the event of a fire alarm or another emergency that necessitates exiting the building, occupants are instructed to meet in the circle between the New Science building and Landrum.
- 3) The Campus Minister, or someone designated in the absence of the campus minister, should determine whether everyone has exited the building and relay this information to the Cold Spring Volunteer Fire Department and/or the NKU Division of Public Safety.
- 4) Each visiting group leader will receive the following documentation on building evacuation and they will be responsible for making sure that their group follows this plan while using the building.
 - In the event of an emergency (e.g. fire, earthquake, bomb threat) or should the alarm system activate, it is imperative that everyone evacuate the building immediately. **This is true even if you are certain that it is a false alarm!** Instructions on evacuation routes are posted in each room. You should familiarize yourself with these routes and the four exterior doors. These instructions indicate that everyone should gather at the handicapped parking spaces of Lot E. You should count your group to be sure that everyone has exited the building and be ready to give this information to the Division of Public Safety and Volunteer Fire Department as they arrive. You are required to remain outside of the facility until the Cold Spring Volunteer Fire Department gives an all clear to return.
- 5) The Campus Minister will be responsible for making sure this plan is carried out and maintained each year.

Shelter Plan

In the case of an emergency that requires people to shelter in the Baptist Student Center:

- Congregate in the restrooms in case of storm
- Congregate in the Lobby or other room as instructed by Baptist Campus Ministry personnel or NKU Police

Remain in designated location until notified, by Baptist Campus Ministry personnel or NKU Police it is safe to leave.

Please remember: The Baptist Student Center receives no financial assistance or cleaning from Northern Kentucky University. Therefore, it is imperative that visiting groups assist with setup, cleanup, and making sure the Center is left in good condition. This includes cleaning up food and making sure that everything is removed or placed in the trash.

**FACILITY RESERVATION FORM
BAPTIST STUDENT CENTER**

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Please complete and return copy to the Campus Minister listed. **The Campus Minister shall send a copy to the Administrative Services Department.**

Brian Combs, NKU BSU Campus Minister
NKU BSU – Nunn Drive
Highland Heights, KY 41099
859.572.5955 – 859.572.5954 (Fax)
combsbr@nku.edu

Date Requested: _____ Today's Date: _____
Organization Name: _____
Contact person responsible for event _____ Phone: _____
Department/Organization: _____
Campus Address: _____
Size of Group: _____ What is the purpose of your meeting? (Please explain briefly.)

A. Area(s) you wish to reserve:
 Chapel Multi-Purpose Kitchen Classroom

B. Do you need special arrangement of chairs and/or tables? *(If yes, please provide/attach a clear description)*

C. Time building is needed and approximate time of closing: *(Building opens at 8:00 am and closes each night at 10:30. Please include time for set-up and clean-up.)*
(Please include time for NKU catering to set up if applicable.)
Time/Open: _____ Time/Close: _____

D. Will you be serving food?

E. If yes, will you be using NKU Catering?

F. What type of food will be served?

NO SMOKING OR CONSUMPTION OF ALCOHOLIC BEVERAGES IS PERMITTED IN THE BUILDING OR ON THE PREMISES. DATE REQUESTED.

WAIVER OF LIABILITY

We agree to indemnify and save harmless the Kentucky Baptist Convention and its Baptist Student Center for all loss, costs and expense, by reason of injury to any person or personal property on or about the premises which injury results from the careless or improper conduct on our part, our agents or employees. We further agree to carry general liability insurance covering the use of these premises in the following amount \$1,000,000.00 and attach certificate of insurance.

SIGNED: _____ OFFICE HELD: _____

DATED: _____