

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

TITLE: Portico Event Policy

POLICY NUMBER:

EFFECTIVE DATE: August 21, 2017

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

It is the policy of Southeastern University that the senior house manager approves all events held within Portico Coffeehouse and that all events align with the mission and culture of Southeastern and Portico. Pending approval, Portico can be reserved by any person (faculty, staff, student, outside patron, etc.) with the understanding of non-compete requirements. While Portico is a community space, there are different cover charges that may be required in order to offer the proper services and maintain a professional atmosphere in Portico.

PURPOSE:

1. Identify which groups are able to use Portico for event/meeting space.
2. Explain the Portico reservation process.
3. Explain non-compete requirements.
4. List cover charge requirements.

SCOPE:

Administration, faculty, staffs, students, external users/rentals

DEFINITIONS:

Internal User - Southeastern faculty, staff and students

External User - All users excluding Southeastern faculty, staff and students

FORMS AND APPLICABLE DOCUMENTS:

PROCEDURES FOR INTERNAL USERS:

To reserve Portico, there is a required cover charge of \$30.00, which can be waived at the discretion of the coffeehouse manager if requested party cleans and arranges space to its prior conditions. This can be paid via credit card or interdepartmental charge (for employees). The payment must be paid on/by the day of the event in order to secure space.

As a community space, students, faculty, staff and external users can reserve Portico Coffeehouse. Events can take place during and outside of business hours, pending approval from the senior house manager and agreement to cover charges.

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In order to reserve a space in Portico, one must email the Senior House Manager at portico@seu.edu with the following information:

- Event description
- Area desired for reservation
- Date and time of event
- Amount of people expected

The Senior House Manager will vet the event based on alignment with Southeastern mission and values, other events taking place, and overall impact on the business. All reservations are made on a first-come first-serve basis and must be reserved at least three weeks prior to the event taking place.

If the event is desired to take place in Portico during nonbusiness hours, there will need to be a staff or faculty sponsor overseeing the use of the space as well as a potential additional cover charge for cost of labor. If coffee service is desired during nonbusiness hours, there will be an additional cover charge in order to cover the cost of labor if a minimum amount of business is not reached. This cover charge may vary in price based on date, time, and length of event; an estimate will be generated to evaluate cost on a case-by-case basis.

As a student space on campus, Portico will accommodate the usage of the facility for student services and campus events. However, as it is also a business, it is required that those using the space do not provide goods that could have a potential negative impact on sales (i.e. coffee, tea, hot chocolate, pastries, donuts, etc.). If any goods are in question, please ask the Senior House Manager for approval. Portico is prepared to provide goods for events, and a quote can be generated based on the needs of the specific event. All orders for these events should be made at least two weeks prior to the event.

PROCEDURES FOR EXTERNAL USERS:

As a community space, students, faculty, staff and external users can reserve Portico Coffeehouse. Events can take place during and outside of business hours, pending approval from the senior house manager and agreement to cover charges.

In order to reserve a space in Portico, one must email the Senior House Manager at portico@seu.edu with the following information:

- Event description
- Area desired for reservation
- Date and time of event
- Amount of people expected

The Senior House Manager will vet the event based on alignment with Southeastern mission and values, other events taking place, and overall impact on the business. All reservations are made on a first-come first-serve basis and must be reserved at least three weeks prior to the event taking place.

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Reservation of Portico Coffeehouse (Without Coffee Service) - \$60.00 for 3 hours

Reservation of Portico Coffeehouse (With Coffee Service) - \$120.00* for 3 hours

Additional Non-Coffee Service Time - \$15/per hour after first 3 hours

Additional Coffee Service Time - \$30.00*/per hour after first 3 hours

* Fees will be waived if sales meet or exceed total reservation cost.

It is required that those using the space do not provide goods that could have a potential negative impact on sales (i.e. coffee, tea, hot chocolate, pastries, donuts, etc.). If any goods are in question, please ask the Senior House Manager for approval. Portico is prepared to provide goods for events, and a quote can be generated based on the needs of the specific event. All order for these events should be made at least two weeks prior to the event.

DISTRIBUTION:

Students, faculty, staff and external users requesting to use Portico as an event/meeting space.

AUTHOR:

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