

1. University departments, Registered Student Organizations (RSOs), and the general public may schedule spaces, rooms, buildings and camps at Touch of Nature Environmental Center. Off-campus organizations and departments are authorized to book space at Touch of Nature Environmental Center for up to one year in advance and beyond in some cases. University departments and off-campus organizations are not allowed to schedule facilities for use by RSOs. Likewise, RSOs are not allowed to schedule for anyone other than their individual group. SIU students may only schedule space if they are a Certified Officer for an RSO or a legitimate business entity. Misuse of scheduling policies may result in the loss of scheduling privileges, cancellations and nonrefundable fees/deposits.
2. All organizations scheduled to use Touch of Nature Environmental Center will be responsible for the proper use of the facilities, furnishings, and equipment in the scheduled areas by anyone attending the function.
3. Moving and re-arranging furniture is not permitted and may result in additional fees. If you request to change your room setup the day of your event, there will be a reset fee applied to your contract.
4. In addition to rental fees and labor fees, housekeeping fees will also be assessed when reserved areas are damaged or left in an unclean state. There will be a \$50 minimum excessive clean-up fee.
5. Room rental fees apply per room or building. See the Facilities and Lodging Rate Guide for prices and details.
6. Use of facilities beyond scheduling hours will result in a \$100 per hour fee.
7. If a building is officially closed as part of campus holiday closure, the assessed fee to open will be \$250 for the first hour and \$75 for each additional hour.
8. Please note: Southern Illinois University and the Touch of Nature Environmental Center is a Smoke Free Campus. You can see the full policy here:
<http://policies.siu.edu/employees-handbook/chapter9/cleanair.php>
9. In the interest of safety and security the following rules apply:
 - The number of guests attending the scheduled function is not to exceed the capacity of the room and setup arrangements.
 - All aisles leading to exit doors must be kept clear and unobstructed.
 - Exit doors may not be fastened or obstructed to prohibit exit.
 - Propping open of doors is prohibited.
10. **Deposits and contracts.** Within 14 days of booking your event, you will receive a service contract for your upcoming event. To reserve your requested facility, you need to return your signed agreement, along with a 25 percent deposit, to us by the due date listed on your contract. ***All deposits are non-refundable.***
11. The following CANCELLATION POLICY is applicable to off-campus entities and campus departments:

- Full room rental waived if cancelled more than six weeks prior to the event date.
 - 50% room rental charged if cancelled between two and six weeks prior to the event date.
 - Full room rental charged if cancelled less than two weeks prior to the event date.
12. Touch of Nature Environmental Center does not assume responsibility for damage to or loss of any equipment or materials left in the building. All items will be given the same care and protection as Touch of Nature Environmental Center property.
13. Touch of Nature Environmental Center reserves the right to cancel a reservation if it conflicts with the general policy of the Center or the University.
14. Decorations and methods of display must be approved by Touch of Nature Environmental Center Scheduling Services. Prohibited items include but are not limited to:
- Suspending items from light fixtures, sprinkler heads, heating/ac vents, equipment or ceiling.
 - The use of tape, glue, thumbtacks, staples, or adhesive to attach items to walls, ceilings, doorframes, columns, or staging for attaching any material.
 - Angel hair, glitter, feathers and confetti.
 - Open flame or water (Hurricane or votive candles may be permitted upon request in advance).
15. Clients requesting to serve alcohol at their event must adhere to the Southern Illinois University-Carbondale Alcohol Policy. All events with alcohol service must observe an 11 pm last call and the building is to close at 12 am. The Southern Illinois University-Carbondale Alcohol Policy can be found at http://policies.siu.edu/other_policies/chapter6/alcohol.html. All events serving alcohol must also fill out an Alcohol Request Form: <http://vcf.siu.edu/Forms/vca0101.pdf>. **Registered Student Organizations may not host events with alcohol.**
16. Linens may be reserved through Touch of Nature Environmental Center Scheduling Services for events at the Center. Linens must be reserved at least 15 business days prior to an event to ensure availability. Damaged linens may be assessed a \$20 replacement fee.
17. Non-campus entities may be required to provide a Certificate of Insurance for scheduled Touch of Nature Environmental Center events. RSOs and departments may be required to present a certificate of insurance if the event is co-sponsored by a non-campus entity or has off-campus presenters or performers. Insurance will likely be required for any entity if the event has a large volume of attendees, the event requires security or alcohol is being served. The Certificate of Insurance must be submitted to Touch of Nature Environmental Center Scheduling Services at least 15 days prior to the commencement of a scheduled event. The Certificate of Insurance must meet these *minimum insurance* requirements:
- Commercial General Liability \$1,000,000 per occurrence or \$3,000,000 General Aggregate Insurance. Umbrella liability insurance may be used to meet the general liability coverage limit requirements.
 - Customers must procure and maintain the required insurance until completion of the scheduled event(s).
 - The insurance company providing insurance must have a B+: VI rating or better per the current edition of Best's Rating Guide.
 - The Board of Trustees of Southern Illinois University shall be named as additional insured on commercial general liability policies. The following wording shall appear on any Certificate of

Insurance provided: “The Board of Trustees of Southern Illinois University is an additional insured for any liability arising from the activities of the Providers/Users and/or subcontractors performing work on behalf of the Provider.”

- More information on Southern Illinois University insurance requirements can be found at the SIU Risk Management website <http://riskmanagement.siu.edu/insurancereq.html>.
18. Organizations charging entry for an event, utilizing multiple spaces, or have an anticipated event attendance at or above 200 persons may be required to pay to have Department of Public Safety (DPS) officers present as security personnel. DPS presence is at the discretion of the Touch of Nature Environmental Center Scheduling Services.
 19. Touch of Nature Environmental Center reserves the right to approve all marketing materials associated with an event to ensure compliance with all Center, university and state rules and regulations.
 20. For all off-campus contracts, deposits must be made to Touch of Nature Environmental Center Scheduling Services prior to the event date.
 21. Touch of Nature Environmental Center Scheduling Services contracts are considered confirmed only after the contract has been signed and the deposit has been received from the off-campus customer. Payment may be made by cash, credit card or check made payable to SIUC. Campus departments must verify the budget purpose number and assigned fiscal officer. Contracts must be signed by the fiscal officer and returned to Touch of Nature Environmental Center Scheduling Services at least five business days prior to the event.
 22. If Touch of Nature Environmental Center is required to file suit to enforce a contract, the customer agrees to pay related costs, including reasonable attorneys’ fees.
 23. All applicable federal, state, and municipal laws and ordinances, along with all rules, regulations, and policies of the University will be observed and enforced on site and in the facilities.