



Event Policies

The policies and procedures within this document reflect the administration’s desire to enhance the educational experience of the seminary community and other Christian institutions and agencies. Reservations for all conferences, meetings and events held on campus are requested through Event Productions. Each reservation request is submitted through an approval process for consideration of event content, scheduling and space availability.

Event Productions – Purpose: The Event Productions office exists to support the Institution’s mission by assisting the departments of The Southern Baptist Theological Seminary orchestrate and execute conferences, retreats, academic events, and meetings. To accomplish this, the Event Productions team will provide professional, creative, event planning tools and counsel to ensure goals are met and institutional standards of hospitality and professionalism are sustained.

Conduct and Belief: The Southern Baptist Theological Seminary (SBTS) is an agency of and was established to serve the needs of the Southern Baptist Convention. As such, it imposes religious standards on users and guest. These standards are reflected in our mission statement, our Abstract of Principles, “Southern Seminary Community Standards” found in the Student Handbook, and the current Baptist Faith and Message (the documents are available at www.sbts.edu/aboutus/beliefs.php and www.sbts.edu/studentervices/pdf/Handbook.pdf or by calling 1-877-444-7287). SBTS expects users and guests to conduct themselves in a manner that will in no way detract from or be contradictory to these standards. Enforcing these standards assures that no activities or views expressed by groups using the SBTS facilities interfere with the ability and obligation of his institution to communicate with a single voice and promote one message. Therefore, this institution reserves the right to deny usage or to expel any group or individual that engages in activities that SBTS finds inconsistent with the standards mentioned above or if management deems that denial or expulsion to be in the best interest of the institution.

Event Areas: SBTS reserves the right to change event area assignments based on institutional priority and service requirements. If an event area change is necessary, the event planner/contact will be given notification as early as possible. Unless specifically reserved, events scheduled outdoors will not be guaranteed an alternate site for inclement weather.

Event Planning: Event details must be approved by the Event Productions office. This includes, but is not limited to, decorations, room setup, equipment rental, and, on the occasion an exception is granted, external catering.

Charges, Deposits & Payment: Charges for event areas and related services, advance deposits and payment requirements are based on the current event fee schedule and settlement policy.

Guarantees/Signed Banquet Event Order (BEO): Anticipated numbers for catering, media, room set-up and a final agenda or program should be confirmed ten days prior to the function. A signed BEO with the guaranteed number and final requests for services is required five calendar days prior. In the event that the signed BEO is not received within five days, the event office will assume the guarantee as noted on the BEO. Requests for changes made after this deadline must be submitted in writing and will incur additional fees. No requests can be guaranteed within five days of the scheduled event.

Liability/Damages: SBTS shall not be liable for any claims, damages, actions, causes of actions, loss of profit, similar or dissimilar collateral consequential damages, whether based on breach of agreement or otherwise existing or hereafter arising out of or in any manner connected with the responsible party's use of SBTS property or services. Any damages to the facilities, furniture, equipment, fixtures, grounds, landscaping or any other SBTS property will be the responsibility of the responsible party and will result in additional charges.

Prohibited Activities: DJ's and/or dancing are prohibited in the event areas. Smoking and alcoholic beverages are prohibited on SBTS premises. Pets are prohibited in all SBTS facilities.

Communion: Communion is not allowed as a part of meetings, seminars, retreats, or other events held at Southern Seminary. A group may petition for an exception to this policy if the group represents a local church body.

Sales: Sales of books, music, souvenirs, or other items are not allowed without prior written consent of Event Productions.

Media: A SBTS technician is required to operate SBTS equipment unless Event Productions has granted prior approval. Media service may be limited based on meeting room capabilities or limited equipment availability.

Catering: All catering must be provided by the SBTS Dining Services Department, unless prior approval is granted by Event Productions. All food and beverage items must remain in the meeting/banquet area unless prior approval to remove items has been granted by Event Productions.

Event Preparations: Room set-up will be based upon the set-up request from the initial agreement and final numbers submitted, unless otherwise specified by the responsible party. All deliveries and decorating, set-up and tear down, must be done within the time scheduled on the event agreement. Any materials not removed will be disposed of. Members of the responsible party may not change or move furniture without prior approval from Event Productions.

Decorations: Decorations and other materials may not be attached to any wall, wood surface, mirror, picture or light fixture inside or outside. Glitter, confetti, nails, tacks, screws, tape, adhesives, hot wax, staples or other similar fasteners may not be used. Only dripless candles are permitted and a cover must be placed over the flooring, window ledges and/or tables where candles are in use. Only pillar or votive candles may be used in banquet space. Fireworks, including sparklers and other flammable substances may not be brought onto SBTS property.

Signage: All signage must be coordinated through the Event Productions.

Rental Equipment: Event Productions must grant approval for any rental equipment. The Southern Baptist Theological Seminary does not accept responsibility for the damage of any merchandise, rental item or article left in the event area prior to, during or following the event.

Security: The SBTS Office of Safety and Security provides a 24-hour security patrol on campus. Additional security services such as crowd control, parking, and assistance in unlocking doors in event areas may be provided during an event if requested in advance through Event Productions.

Lost & Found: The Southern Baptist Theological Seminary does not accept any responsibility for the damage or loss of any merchandise, or article left in the event area prior to, during or following the event. Items found in event areas may be recovered in the Office of Safety and Security.

Parking: Parking is permitted in any non-restricted parking areas. Parking on grass, entry circles, sidewalks, and fire lanes is prohibited.

INTERNAL POLICIES

Sponsored Events: SBTS may partner with another entity to host an event. An event is considered “sponsored” if an external organization holds financial responsibility for some or the entire event. Sponsoring organizations are required to complete an event agreement. Fees will be billed to the sponsoring entity based on current fee schedules or other rates negotiated by Event Productions. Sponsoring entities are subject to applicable taxes.

Scheduling Priorities: To ensure institutional priorities and commitments to external clients, an event approval schedule will be used. Formal event requests will be solicited from department/cost center managers quarterly. Requests will be made for conferences and other primary events 12 to 15 months in the future. Once approved and on the calendar, external events may be scheduled. Event requests may be made at any time. However, space will be assigned first come, first serve following the quarterly event requests process.

Multiple Venue Bookings: Event requests must include projected attendance, meeting room usage schedule, and Legacy Center guest room requirements. If an external client requests an already reserved venue or guest room, the reserving department will be contacted and required to confirm the event and room usage within five calendar days. If the department wishes to keep rooms reserved, any venue, including Legacy Center guest rooms, that is not used for the event will be billed to the department at the current fee schedule.

Weekly/Monthly Recurring Events: Meeting area for recurring events may be requested at the start of each semester. However, in order to ensure effective use of meeting space, meeting areas will be confirmed on a monthly basis. For example, a staff or student group plans to meet each Wednesday at 10 AM during the fall semester. The event office will assign a meeting location and notify the planner by the 15th of the preceding month (September 15 for October meetings). The process will allow ample time for the meeting planner to notify attendees of the meeting and location.