

## Facilities Rental Policies for Shaw University

Shaw University has a number of meeting rooms, auditoriums, and other public spaces that can be used for a variety of uses. The following guidelines and policies will help ensure that your event runs smoothly and successfully.

### Facilities Availability for Internal and External Users:

(Note **internal users** only need to contact the individuals listed on the chart below who represent Administrators for areas listed to schedule University space.)

External users should contact Ms. Arlene Grier at (919) 546-8246 or [arlene.grier@shawu.edu](mailto:arlene.grier@shawu.edu).

Space is available in a number of buildings throughout the campus. In planning your event, please select your space, and then contact the appropriate person from the list below. If you need additional assistance to determine your space needs, please Ms. Arlene Grier, Administrative Assistant for Student Affairs and Administration at (919) 546-8246 for assistance.

Facility	Contact	Phone	E-mail
<b>Estey Hall</b>	Ms. Arlene Grier	(919) 546-8246 (o) (919) 546-8301 (f)	<a href="mailto:arlene.grier@shawu.edu">arlene.grier@shawu.edu</a>
<b>Willie E. Gary Student Center</b>	Mrs. Joyce Davis Ms. Ebony Johnson	(919) 546-8282 (o) (919) 546-8298	<a href="mailto:jodavis@shawu.edu">jodavis@shawu.edu</a> <a href="mailto:ejohnson@shawu.edu">ejohnson@shawu.edu</a>
<b>Shaw University Divinity School and/or George C. Debnam Hall</b>	Ms. Bessie Lewis	(919) 546-8330 (o) (919) 546-8332 (f)	<a href="mailto:blewis@shawu.edu">blewis@shawu.edu</a>
<b>C. C. Spaulding Gymnasium</b>	Ms. Kimberly Miller	(919) 546-8281 (o) (919) 546-8444 (f)	<a href="mailto:kmiller@shawu.edu">kmiller@shawu.edu</a>
<b>Thomas J. Boyd Chapel</b>	Ms. Celinda Holland	(919) 546-8454 (o) (919) 546-8506 (f)	<a href="mailto:cholland@shawu.edu">cholland@shawu.edu</a>
<b>IHSCR Auditorium</b>	Ms. Arlene Grier Ms. Bessie Lewis	Refer to appropriate telephone number above	Refer to appropriate email address above

### Planning Your Event (Timeline)

In order to ensure that your event runs smoothly, you should be aware of and follow the timeline below. Ideally, you should request your desired space as far in advance of the event as possible. **The timeline below is a two-week timeline which represents the absolute MINIMUM notice.**

#### Two Weeks Before the Event

Obtain, complete and return the Reservation Request Form. The form can be obtained from Ms. Arlene Grier or via Shaw University's website at [www.shawuniversity.edu](http://www.shawuniversity.edu).

Completed Reservation Request Forms should include two preferred dates. Forms should also include full contact information on the event planner/requester, and any special needs (i.e. audio/visual, security, etc).

Completed forms should be faxed or e-mailed to the appropriate person listed above.

**The event planner/requester will receive confirmation of the room request within two business days.**

*Once Confirmation Has Been Received*

**External Users MUST:**

Immediately upon receiving confirmation of the room request, off-campus groups must supply the University with their Certificate of Insurance prior to the event happening on campus. Any event that does not supply this document will automatically be cancelled. Requesters should send a copy of the confirmation notice and the Certificate of Insurance to [smartin@shawu.edu](mailto:smartin@shawu.edu). If your event requires the presence of Shaw University Campus Police and Security, you should submit this request at the same time you make your reservation request to the Security Coordinator for Special Events at [ghunter@shawu.edu](mailto:ghunter@shawu.edu) or at (919) 546-8249.

**Food Service/Catering:** Please contact Thompson Hospitality Catering if your event requires food services. Any discussions regarding food needs to be done with Thompson Hospitality Catering and as soon as your room confirmation is received. You may contact Thompson Hospitality at (919) 899-6590 (office) or (919) 247-2159 (cell) or via e-mail at [shawcatering@thompsonhospitality.com](mailto:shawcatering@thompsonhospitality.com) Please note: no outside food or beverages are allowed on the campus for any event.

**Audio and Visual Equipment Requests:** All requests for audio and visual equipment requires prior approval and should be noted on the Reservation Request Form. Whether the event is indoors or outdoors, requests for equipment such as microphones, screens, amplifiers, speakers, podium, projectors, screens, etc. should be sent to Ms. Arlene Grier at [arlene.grier@shawu.edu](mailto:arlene.grier@shawu.edu) or (919) 546-8246.

**Media Use Agreement:** All audio and visual recordings by external videographers/photographers will require prior approval and could be subject to media fees. External videographers are required to have an approved media agreement and signed waiver for individuals who are singled out. If external media coverage is expected, please contact the Director of Marketing and Communications at (919) 546-8269 so that appropriate credentials may be issued.

*One Week Before Event*

**Wrap up Meeting/Walkthrough (If necessary):** All meetings with the Shaw University event coordinator should be held at least one week prior to the event. This ensures a successful and efficient event.

**Cancellation:** Cancellations should be done one week prior to the event. If your event is not cancelled at this time your deposit will be forfeited.

**(Cancellation fees, deposit fees and fees for additional services are included on the Reservation Request Form.)**

**Shaw University**  
**118 East South Street**  
**Raleigh, North Carolina 27601**  
**919 546-8246 (Office)**  
**919 546-8301 (Fax)**  
**arlene.grier@shawu.edu**

Pricing for Meeting, Seminars and Conferences

**Non-Shaw University and Shaw University Functions**

**Estey Hall – 3<sup>rd</sup> Floor Conference Room** **\$500.00**  
Conference/Board Rooms  
Accommodates 80  
10 Conference Tables; access to full kitchen, adjacent coat room  
Overhead projector, screen, podium hook for laptop  
(Minimum of 4 hours charged: Any additional hours, after 5:00 p.m., and on Saturday or Sunday charged at a rate \$100.00/hr.)  
**\*After 5:00 p.m., on Saturday and/or Sunday – Campus Police and Security may be required.**

**Estey Hall Auditorium – with access to stationary grand piano** **\$500.00**  
Seminars/Conference/Theatre/Concert Hall  
Seats 250 lecture style include balcony seating, microphone  
Hook up available  
Accommodates up to 300 without tables  
Accommodates 240 with 30 round tables  
(Minimum of 4 hours charged: Any additional hours, after 5:00 p.m., and on Saturday or Sunday charged at a rate \$150.00/hr.)  
**\*After 5:00 p.m., on Saturday and/or Sunday - Campus Police and Security may be required.**

**Estey Hall Ennis Room** **\$150.00**  
Small Meetings  
Accommodates up to 8  
Video conferencing  
(Minimum of 4 hours charged: Any additional hours, after 5:00 p.m., and on Saturday or Sunday charged at a rate \$50.00/hr.)  
**\*After 5:00 p.m., on Saturday and/or Sunday - Campus Police and Security may be required.**

**Chapel Forbes Conference Room** **\$150.00**  
Seminar/Board  
Accommodates 20 (1<sup>st</sup> Floor)  
(Minimum of 4 hours charged: Any additional hours, after 5:00 p.m., and on Saturday or Sunday charged at a rate \$50.00/hr.)  
**\*After 5:00 p.m., on Saturday and/or Sunday - Campus Police and Security may be required.**

**Leonard Hall Third Floor Lecture Room** **\$150.00**  
Conference/Board/Seminars  
Accommodates up to 100 with chairs; video  
Conferencing, drop down screen, overhead projector,  
Handicap accessible  
(Minimum of 4 hours charged: Any additional hours, after 5:00 p.m., and on Saturday or Sunday charged at a rate \$50.00/hr.)  
**\*After 5:00 p.m., on Saturday and/or Sunday - Campus Police and Security may be required.**

**Robert Science Classroom** **\$150.00**  
Conference/Small Meeting  
Accommodates up to 18 with tables and chairs  
(Minimum of 4 hours charged: Any additional hours, after 5:00 p.m., and on Saturday or Sunday charged at a rate \$100.00/hr.)  
**No evening use available.**

**C.C. Spaulding Gymnasium** **\$500.00**  
Large meeting lecture style, banquets  
Sound system, podium, microphone and speakers  
Accommodates up to 900 without tables and chairs  
Accommodates up to 1,000 with bleacher seating  
Accommodates up to 500 with tables and chairs  
(Minimum of 4 hours charged: Any additional hours, after 5:00 p.m., and on Saturday or Sunday charged at a rate \$150.00)  
**\*After 5:00 p.m., on Saturday and/or Sunday – Campus Police and Security may be required.**

**C.C. Spaulding Gymnasium –Dance Studio/Basement** **\$150.00**  
Conference/Small Meetings  
Accommodates up to 20 with tables/chairs  
(Minimum of 4 hours charged: Any additional hours, after 5:00 p.m., and on Saturday or Sunday charged at a rate \$100.00/hr.)  
**\*After 5:00 p.m., on Saturday and/or Sunday - Campus Police and Security may be required.**

**Talbert O Shaw Education Bldg.** **\$150.00**  
Conference/Board  
Accommodates up to 20 with chairs and tables  
(Minimum of 4 hours charged: Any additional hours, after 5:00 p.m., and on Saturday or Sunday charged at a rate \$50.00/hr.)  
**\*After 5:00 p.m., on Saturday and/or Sunday - Campus Police and Security may be required.**

**Talbert O Shaw Lecture Hall** **\$200.00**  
Conference/Board  
Accommodates up to 50  
Lecture style set-up – Rom 108, video conferencing  
(Minimum of 4 hours charged: Any additional hours, after 5:00 p.m., and on Saturday or Sunday charged at a rate \$100.00/hr.)  
**\*After 5:00 p.m., on Saturday and/or Sunday - Campus Police and Security may be required.**

**Willie E. Gary Center - Riddick Room** **\$150.00**  
Meeting Room  
Accommodates up to 35 meeting style with chairs and tables

**Willie E. Gary Student Union - Ballroom** **\$500.00**  
Conference/Board/Receptions with access to stationary grand piano  
Accommodates up to 300 with tables and chairs  
Accommodates up to 350 without tables and chairs  
Handicap accessible, microphone, lecture available upon request  
(Minimum of 4 hours charged: Any additional hours, after 5:00 p.m., and on Saturday or Sunday charged at a rate \$100.00/hr.)  
**\*After 5:00 p.m., on Saturday and/or Sunday - Campus Police and Security may be required.**

**Willie E. Gary Student Union - Dinning Hall** **\$150.00**  
Conference/Seminars  
Accommodates up to 300 (West and East Wing)  
Handicap accessible (1<sup>st</sup> floor) television/VCR; music (available upon request); tables and chairs

**IHSCR Auditorium**

**\$500.00**

Seats 105 lecture style

Drop down screen

Handicap accessible

(Minimum of 4 hours charged: Any additional hours, after 5:00 p.m., and on Saturday or Sunday charged at a rate \$100.00/hr.)

**\*After 5:00 p.m., on Saturday and/or Sunday - Campus Police and Security may be required.**

**Additional Charges:**

Television/VCR	\$ 75.00
Table Podium	\$ 30.00
Standing Podium	\$ 35.00
Wireless Microphone	\$ 35.00
Tables	\$ 25.00
Chairs	\$ 30.00
Projector	\$ 60.00-\$100.00
Hand Microphone	\$ 30.00

Fees for Campus Police and Security is included in the pricing. Cost for additional services will be assessed on an individual basis. Please provide a full statement of your needs as early as possible, but not later than two (2) weeks in advance of your scheduled event.

**(\*)Asterisk denotes:** Campus Police and Security must be scheduled. If requester/planner requires access to the facility prior to and after contracted time, an additional fee of \$25.00 will be charged for each half hour requested.