The Vanderbilt University Bishop Joseph Johnson Black Cultural Center (BCC) administration maintains all scheduling and reservations of events in this facility. Facilities are available for use to groups internal to the University and scheduled only to registered student groups, academic and administrative departments or organizations. Off campus groups must request space by writing/email to the Associate Director of the Black Cultural Center. Only non-profit groups can utilize the BCC because of the University’s tax-exempt status. This facility is not appropriate for campus parties/dances, step-shows, concerts, pep-rallies, mixers and other public and private events of this type. These events should be scheduled at other campus locations through the Office of Schedules and Reservations. All BCC events beginning at 9:00 p.m. or later must be approved by the Associate Director. To complete this application the following information is required: Name of sponsoring organization; room(s) requested; dates and time of use, event set up time, expected attendance, brief description of the event; special services required; audio/visual support, use of kitchen facilities, computers and data port access. Please consult the Office of Schedules and Reservations for facilities other than the BCC. After completion, please return this form to the BCC Administrative office. After this form is received you will be notified to confirm your reservation or to discuss any conflicts, space availability or alternative dates for your events if they apply.

**Room Profile Amenities**

- **Auditorium (Rm. 118)**
  - Seats 85 Theater style
  - AV, Screen, VCR, DVD, Blu-Ray, Podium, Mic, Data port
- **Seminar Room (Rm. 101)**
  - Seats 16 Conference table
  - AV, Screen, VCR, DVD, Grease board, Data port
- **Outside Picnic Area**
  - N/A
  - May set up for small receptions, cookouts
  - Microwave, sink, full refrigerator

**RENTAL FEES, CHARGES & LIMITS OF USE**

<table>
<thead>
<tr>
<th>Space</th>
<th>Rental Fee</th>
<th>Hourly Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium (Room 118)</td>
<td>$100.00 (Non-Student Groups)</td>
<td>2 hour minimum rental</td>
</tr>
<tr>
<td></td>
<td>$50.00 (Student Groups)</td>
<td></td>
</tr>
<tr>
<td>Seminar Room (Room 101)</td>
<td>$100 (Non-Student Groups)</td>
<td>2 hour minimum rental</td>
</tr>
<tr>
<td>Lower Level, Picnic Area</td>
<td>No charge</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Cancellation Policy:** Please notify the BCC no later than 24 hours prior to a planned event if you choose to cancel your reservation. There is no charge to cancel reserved facilities. However, consecutive cancellations without prior notification may result in limits on future space utilization.

**Cleaning Assessment:** A minimum $50.00 fee will be charged to any group renting space in the BCC if that space is left in unsatisfactory condition. This includes refuse not properly disposed, furniture and or equipment not properly re-arranged or returned to its original set-up mode, kitchen space left in unsatisfactory condition or any room condition not deemed by the BCC as a result of normal usage.

**Damage Assessment:** Any damage to BCC facilities as a result of an organization’s event or usage will be charged at the appropriate rate for repair/replacement. This includes damage to furniture, AV equipment, BCC artwork, computer and office equipment and/or kitchen facilities. Please note damage to artwork and/or AV equipment may be considerable.

*See Reverse Side*
AUDIO-VISUAL SUPPORT
The BCC is equipped with two AV units in the Seminar Room and the Auditorium. The auditorium is equipped with a Blu-Ray player as well. In addition there is one portable AV unit. Please read and follow all directions carefully when operating the AV equipment in the Auditorium, Seminar room or when using the portable AV unit. All personal DVD, VHS tapes, laptops, MP3 players should be removed from the AV unit(s) when your program is completed. The BCC is not responsible for lost or damaged discs, tapes, laptops or other devices used with the BCC systems. Also, please remember to leave all remotes, wireless microphones and any other BCC detachable equipment with the AV unit where it is stored and turn off any battery operated equipment.

Do Not Under Any Circumstances Move Or Reposition The Auditorium Podium. It is not designed as a portable unit and damage will result if moved. To operate this equipment simply touch the screen on the topside of the podium. If you have any questions about operating the equipment prior to your program please contact the BCC or email jeff.s.king@vanderbilt.edu. This equipment is checked daily to assure proper function prior to use. Therefore, any organization utilizing the BCC audio/visual equipment resulting in damage to the unit will be charged for appropriate repairs. Any organization incurring a second damage charge will result in a one-semester ban from using the BCC facilities.

DELIVERY OF ADDITIONAL EQUIPMENT/FURNITURE AND OTHER SPECIFIC EVENT ITEMS
If you need additional chairs or tables for your BCC event please order these items from the University Plant Operations. If you DO have arrangements for additional equipment to be delivered to the BCC this MUST be indicated in your request and approved in advance. The BCC will not accept or sign for equipment delivered to the center. If delivery or pickup is not scheduled during normal business hours, the BCC is not responsible for providing access to the facility to groups who have not prearranged for the doors to be open or do not have ID card swipe access. Once your event is complete your delivered items must be picked up as soon as possible. The BCC is not responsible for storing your equipment.

ROOM SET-UP & SPECIFIC SPACE POLICY
The auditorium (Room 118) default set-up is theater style. To avoid a set-up charge, please always return the auditorium to theater style seating after your program. In other BCC spaces please return chairs and tables to their original position. The Seminar Room (Room 101) is furnished with large, cushioned black leather conference chairs. These chairs should always remain in this room and are not to be moved to other areas of the center.

KITCHEN AND FOOD SERVICE SUPPORT
The kitchen area beside the auditorium is for use by all groups and individuals in the center. However, every user must work together to keep it clean and safe. The kitchen is equipped with a microwave oven. If you indicate on this form that you plan to use the kitchen space then you agree to make sure your group does not leave any unwashed dishes/utensils, no perishable items are left exposed and that the kitchen is clean and sanitary before your event is complete. Be sure all electrical equipment is turned off when your program is completed. Any catering services from the University or outside vendors are the responsibility of the organization utilizing the space. Catering services can use the kitchen to heat and store food during your schedule event. However, the kitchen space must be clean and cleared immediately after the event is complete. Failure to do so will result in a cleaning charge.

ENTRY AND EXIT
All Vanderbilt University students should have ID cards that function to open the two main entry doors to the BCC. Organizations that do not have ID/swipe-card access to the BCC must make arrangements through the center’s administrative staff to gain access to the facility for any planned programs. This must be arranged no less than five working days prior to the event. Propping or jamming doors to stay open violates Vanderbilt University safety and security policy. Any organization found in violation of these safety and security regulations will be suspended from using the center for a period of one semester.

PARKING
There are two metered spaces in front of the BCC that may be used if they are available. Please inform any attendees or public guest of the parking options available on campus or consult the Office of Traffic and Parking for parking procedures and guidelines. A map showing campus parking spaces close to the BCC is available upon request.
POLICIES AND PROCEDURES AGREEMENT

Bishop Joseph Johnson Black Cultural Center
ADMINISTRATIVE OFFICES
2301 Vanderbilt Place
Vanderbilt University, Nashville, TN 37235 • Ph. 615.322-2524 • Fax 615.343.4215 • www@vanderbilt.edu/bcc

Note: The BCC Administrative Office is reserved for staff and student workers and is not available to organizations utilizing the center. Any copying, faxing, phone services, computer access and other administrative services must be obtained through normal university provided resources.

Signatures and Authorization Section
By signing this document the party(s) utilizing the Black Cultural Center facilities acknowledge reading and understand all policies and procedures regarding the use of all spaces, equipment and furniture. As the responsible party(s) representing the organization by completing this application I/we agree to all terms and conditions of this contract. I/we further understand that the BCC reserves the right to modify the terms of the agreement in the event of circumstances that may fall under the jurisdiction of Vanderbilt University current policies.

_____________________________________________  ________________
Organization Representative     Date

______________________________________________  ________________
BCC Representative     Date

BCC ADMINISTRATIVE OFFICE
Jackie Grant
Phone:  615-322-2524
Fax:  615-343-4215
jacqueline.grant@vanderbilt.edu
www.vanderbilt.edu/bcc

AV Set-Up/Entry Exit
Jeff S. King
Associate Director, BCC
jeff.s.king@vanderbilt.edu
615-322-2524/343-9039

Special Requests
Rosevelt L. Noble
Director, BCC
rosevelt.l.noble@vanderbilt.edu
615-322-2524
Bishop Joseph Johnson
Black Cultural Center

RESERVATIONS

Contact Information

<table>
<thead>
<tr>
<th>Sponsoring Organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Address:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Person Responsible for Event:</td>
<td></td>
</tr>
<tr>
<td>Contact Person Phone:</td>
<td></td>
</tr>
<tr>
<td>Cell Phone or Emergency Contact Number:</td>
<td></td>
</tr>
</tbody>
</table>

Reservation Information

List space requested below: (See attachment for details on available space(s) and room numbers)

<table>
<thead>
<tr>
<th>Event Date(s):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time:</td>
<td>AM or PM (Circle one)</td>
</tr>
<tr>
<td>End Time:</td>
<td>AM or PM (Circle one)</td>
</tr>
</tbody>
</table>

Comments:

Event Details

<table>
<thead>
<tr>
<th>Title and brief description of event:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of people expected to attend:</td>
<td></td>
</tr>
<tr>
<td>Is this event open to the public?</td>
<td>Yes</td>
</tr>
<tr>
<td>Will food be served or catering provided?</td>
<td>Yes</td>
</tr>
<tr>
<td>Will kitchen facilities be utilized?</td>
<td>Yes</td>
</tr>
<tr>
<td>Will Audio/Visual equipment be needed?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Will additional tables/ chairs and/ or other equipment be delivered to the BCC for this event? Yes No

If Yes, please use the space below to indicate the company name (Plant Operations or any other on campus or private off campus company), phone number and contact name. You MUST make arrangements with the BCC in advance to get approval of the date and time of your delivery and pickup.

<table>
<thead>
<tr>
<th>Company Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td></td>
</tr>
</tbody>
</table>

This company will be delivering the following: (Feel free to include or fax the order form to the BCC at 615-343-4215)

Organization Delivery Name and Phone Contact:  

-See Reverse Side-