

**Roanoke College  
Colket Center Cavern  
Facility Contract**

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

The Colket Center Cavern is solely owned and operated by Roanoke College. The Cavern provides food and beverage service. All performance, events, activities, parties, etc. held in the Cavern must be in compliance with Roanoke College policies and procedures as well as all applicable federal, state, and local regulations and laws. The sponsoring campus organization must assist with the enforcement of policies, procedures, laws, and codes. The sponsoring organization will be held accountable for violations. The Colket Center management reserves the right to end any performance, event, or activity for due cause, including too many patrons. The capacity of the Cavern w/ furniture present = 110. The capacity of the Cavern without any furniture present = 225.

Campus organizations that sponsor events in the Colket Center Cavern must abide with the specifics of the following contractual agreement:

1. Events to be scheduled in the Cavern that require staff to be present, i.e. food and/or beverage service will be provided, must be booked and approved at least eight (8) days before the event. If staffing is not required, i.e. food or beverage service will not be available, then the event must be booked and approved at least seventy-two (72) hours before the date.
2. If an event is cancelled, the sponsor must give at least forty-eight (48) hours notice. Failure to do so will result in the organization being held responsible for the cost of the staff that was scheduled to work the event. These funds must be paid by the campus organization.
3. During an event, all guests/participants must enter through the main (inside) doors. The sponsoring organization is responsible for assisting the Cavern staff by monitoring the emergency doors and restricting access through these doors.
4. The Cavern, as well as the entire Colket Center, is a no-smoking facility. Guests/participants may go outside to smoke, but can only re-enter the Cavern through the main (inside) doors.
5. No bottles, cups, or other beverage containers may be brought into the Cavern during a campus event. All persons, backpacks, large handbags, packages, coats, and jackets are subject to search before entering the Cavern or at any time within the Cavern.
6. The sponsoring organization is responsible for the behavior of its guests, participants, and audience members including the prevention of underage drinking. If the performance, event or activity is open to the public and therefore deemed a "high risk event," the College reserves the right to require Campus Safety Officers and/or Salem Police Department Officers to work the event.
7. The sponsoring organization is responsible for maintaining the furniture and equipment in the Cavern. The guests, participants, and audience must not stand on furniture or equipment. If furniture is moved out of the Cavern or re-arranged within the Cavern for an event or activity, it must be returned to its original location immediately following the event. The sponsoring organization will provide a work crew to accomplish this task.
8. The sponsoring organization must provide a work crew to clean the Cavern following the event or activity and return that facility to the condition that it was prior to the event. In any case, the work crew may not leave the Cavern until the manager on duty releases them.
9. During a performance, the sponsoring organization will ensure that there will be:
  - A. No genital or (for women) breast nudity.
  - B. No self-mutilation.
  - C. No ingesting substances or items that could cause permanent harm.
  - D. No activities involving bodily fluids or bodily functions.
  - E. No stunts that could cause serious injury, i.e. diving into a wading pool, bungee jumping from the rafters, etc.

\_\_\_\_\_  
Printed Name of Sponsoring Organization

\_\_\_\_\_  
Printed Name of Organization's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Organization's Representative

\_\_\_\_\_  
Cavern Manager

\_\_\_\_\_  
Ass't Dean/Director of the Colket Center