

**Effective:** May 5, 2009

**Administrative Policy**  
**REQUEST AND USE OF BIEMESDERFER CENTER**

**Approved:** May 5, 2009  
President's Cabinet

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Biemesderfer Center may be used for Millersville University sponsored events and non-university events. All requests for the use of Biemesderfer Center must be made through the Office of Dining and Conference Services. The Request and Use of Biemesderfer Center form will be completed and submitted to the President or her designee for approval. Upon approval, the Office of Dining and Conference Services is responsible for managing all aspects of the event.

**Millersville University Sponsored Events**

When students are holding an event, Millersville University Police will open and close Biemesderfer Center based on the scheduled approved time.

Under normal circumstances, the Facility Monitor will be a Millersville University employee. If a Facility Monitor is not available, the Office of Dining and Conference Services will provide one for a set fee. Approved charges are available through the Office of Dining and Conference Services. The exception to this rule can only be authorized by the President or her designee.

**Non-University Events**

All Non-University sponsored events are required to have a Facility Monitor. The Office of Dining and Conference Services will provide a Millersville University Police Officer, a security officer, or a University employee must be approved by the President or her designee.

**Insurance**

See Facilities Use Agreement

**Fees**

1. A deposit of \$250.00 is required. This will be returned or reflected against the final bill in the event of damage.
2. The set-up and tear down fee is \$100.00.

3. The Internal Sponsored Event Facility fee is \$125.00 for student, alumni, employees, faculty, staff and retirees.
4. The External Sponsored Event Facility fee is \$250.00 for anyone not directly related to Millersville University.

### **Additional Considerations for Scheduling**

#### **Facility Availability**

Monday through Friday – 6:00 p.m. to 9:00 p.m.

Saturday – 9:00 a.m. to 9:00 p.m.

Sunday – 9:00 a.m. to 6:00 p.m.

#### **Access**

Millersville University Police, located in Lebanon House, will maintain a key for Biemesderfer Center for Dining and Conference Services' use. A copy of the approved Request and Use of Biemesderfer Center form will be forwarded to the Millersville University Police at least 24 hours prior to the event. At the time of the event, a member of the Dining and Conference Services' staff will sign out the key from the Millersville University Police Department and return it at the conclusion of each event. The individual from Dining and Conference Services who picks up the key is responsible to make sure Biemesderfer Center is locked and secure.

#### **Facility Monitors**

A Facility Monitor is required and must remain at the event at all times. Determination of the Facility Monitor will be made by the Office of Dining and Conference Services after consulting with the President and or her designee. Examples of a Facility Monitor are:

- Millersville University Employee
- Millersville University Police
- Faculty Advisor
- Appropriate non-professionals i.e., student ambassador

#### **Catering - Food and Beverages**

Food must be provided by Millersville University Dining and Conference Services. If alcohol is requested, alcohol service and consumption is governed by the Millersville University Alcohol Beverages policy.

**Millersville University**  
**Biemesderfer Center - Criteria and Requirements for Request and Use**

**Event**

**Date of Request**

Day: \_\_\_\_\_ Day: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Request Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual Requesting Use**

Name: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Food & Beverage: \_\_\_\_\_ Yes \_\_\_\_\_ No Alcohol \_\_\_\_\_ Yes \_\_\_\_\_ No  
(if alcohol is requested, complete the Request to Purchase/Serve Alcoholic Beverages Form)

**University Affiliation**

\_\_\_ MU Alumnus \_\_\_ Employee \_\_\_ Employee (Retired) \_\_\_ Student (Current) \_\_\_ Other

**Event**

Type: \_\_\_\_\_

Purpose: \_\_\_\_\_

Count (Expected Attendance) Faculty & Staff \_\_\_\_\_ Students \_\_\_\_\_

Time(s):

Setup \_\_\_\_\_ Arrival \_\_\_\_\_ Begin \_\_\_\_\_ End \_\_\_\_\_ Close and Secure \_\_\_\_\_

**Office Use Only  
Approval**

Facility Monitor: \_\_\_\_\_

Name \_\_\_\_\_  
Dining and Conference Services Date: \_\_\_\_\_

Name \_\_\_\_\_  
President or Designee Date: \_\_\_\_\_