

**CENTRAL  
RESERVATIONS  
OFFICE**

**25LIVE  
TRAINING  
MANUAL**

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## IMPORTANT CONTACT INFORMATION







Please contact the Central Reservations Office (CRO) with any questions that you might have when requesting space.

**252-328-4731 or [cro@ecu.edu](mailto:cro@ecu.edu)**

### Filling out the 25Live Event Wizard:

\*For help- click the help button, top right corner, or call the Central Reservations Office at 328-4731.

Navigation:

	Asterisk fields are required fields and must be filled out before submitting an event.
	By selecting the star next to an item it will show at the top of your selection field for easy adding when requesting, and will also allow you to quickly get to information about some of the items from the dashboard (space calendars, etc).
	Stop editing this event (without saving).
	When all required fields have been completed, you will have the option to go to the next page of the form
	This will allow you to go back to a previous page to edit details, before saving.
	Finish editing an event and save.

You must complete all of the \*asterisked\* items. Complete any other items that you want to include in your event, as necessary.

1. **Event name:** Please enter a name that clearly describes your event. Avoid generic names like "Meeting". An example would be "25Live Workshop"

**Event Title:** This field is optional. It provides you more space to type. An example would be the actual title of our workshop. "How to schedule space on campus"

**Event Name**

25Live Workshop ✓

**Event Title**

"How to schedule space on campus"

- 2. **Event type:** Click into this field. Any starred event types will show at the top of the list. Scroll down to see additional event type choices. Click to select the event type that best describes the event.

Workshop/Seminar

- Information Table
- Meeting
- Movie
- Performance
- Reception
- Recreational Event
- Rehearsal
- Special Event
- Student DJ Dance
- Workshop/Seminar

- 3. **Primary Organization for this Event:** Click into this field. Any starred organizations will show at the top of the list. To search, begin typing and 25Live will provide all organization options that match what you have typed. Click to select. You can also click “Browse” to browse the entire list of organizations. To add the selected organization as starred, click the empty star next to it.

Search for an Organization

Central

- Central Reservation Office (CRO)
- Central Motor Pool
- Central Stores
- Central Ticket Office
- North Carolina Central University

4. **Additional Organization(s) for this Event:** Only needed if there are cosponsors for this event. Select just as you did in step 3.



Proceed to next page.

5. **Expected Head Count:** This field is required. Enter an accurate estimated head count for your event. This will assist you in finding appropriate available space.

6. **Event Description:**

Please enter a brief description of your event. This is required for all events except for basic meetings.



Proceed to next page.

7. **Does your event have more than one occurrence? Select appropriate box.**



### Does this event have more than one occurrence?

#### **No**

This event has only one occurrence.

Any other related events are separate and distinct.

#### **Yes**

This event has more than one occurrence.

It has daily, weekly, monthly or ad hoc repeats, and they are all part of the same event.

### **If NO (Event only has one occurrence):**

#### **Tell us WHEN this event takes place.**

Select the date of your event by clicking on the calendar icon. Enter start and end time of your actual event times (not including setup or takedown times).


**NOTE:** It is important to indicate setup/takedown time needed SEPARATE from your start and end time. This allows service providers to know when your event actually begins and ends, rather than when setup begins, etc.



### Tell us WHEN this event takes place.

Select the dates and times of the **actual event**.  
Setup, takedown, pre- or post-event times can be specified below.

**Event Start:** Wed Nov 19 2014  9:00 am

**Event End:** Wed Nov 19 2014  11:00 am

Does this event require  
**Setup or Pre-Event time?**  **Yes**  **No**

**Setup:**  Days  Hours  Minutes

**Pre-Event:**  Days  Hours  Minutes

Reservation Start: **8:30 am**

Does this event require  
**Post-Event or Takedown time?**  **Yes**  **No**

**Post-Event:**  Days  Hours  Minutes

**Takedown:**  Days  Hours  Minutes

Reservation End: **11:30 am**

### If Yes (Event has more than one occurrence):

#### Tell us WHEN this event takes place.

Note: \*You can only submit a request for multiple dates if the meetings are all the same start and end time.\*


Select the date of your **FIRST** meeting by clicking on the calendar icon. Enter start and end time of your actual event times (not including setup or takedown times).


**NOTE:** It is important to indicate setup/takedown time needed SEPARATE from your start and end time. This allows service providers to know when your event actually begins and ends, rather than when setup begins, etc.



### Tell us WHEN this event takes place.

Select the dates and times of **first occurrence** of the actual event.  
Subsequent occurrence dates will be entered on the next page.  
Setup, takedown, pre- or post-event times can be specified below.

**Event Start:** Wed Nov 19 2014  9:00 am

**Event End:** Wed Nov 19 2014  11:00 am

Does this event require  
**Setup or Pre-Event time?**  **Yes**  **No**

**Setup:** 0 Days 0 Hours 30 Minutes

**Pre-Event:** Days Hours Minutes

Reservation Start: 8:30 am

Does this event require  
**Post-Event or Takedown time?**  **Yes**  **No**

**Post-Event:** Days Hours Minutes

**Takedown:** 0 Days 0 Hours 30 Minutes

Reservation End: 11:30 am

**Next** ►

Proceed to next page.





## Choose how this event REPEATS.

### Ad Hoc Repeats

*Individually select dates to add to the event.*

### Daily Repeats

*Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.*

### Weekly Repeats

*Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.*

### Monthly Repeats

*Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.*

### Does Not Repeat

*This event has only one occurrence.*

Describe how this event repeats. 25Live will populate an “Occurrence List” of dates included in your repeating definition.



## Describe how this event REPEATS.

**Weekly Repeats** ▼

Repeats every  ▼

Repeats on  Mon  Tue  Wed  Thu  
 Fri  Sat  Sun

---

Repeats through

Ends after  ▼ iterations

Occurrence List		
Date	Comments	Status
Wed Nov 19 2014	<input type="text"/>	Active ▼
Wed Nov 26 2014	<input type="text"/>	Active ▼
Wed Dec 03 2014	<input type="text"/>	Active ▼
Wed Dec 10 2014	<input type="text"/>	Active ▼
Wed Dec 17 2014	<input type="text"/>	Active ▼

8. **Find and select \*Preferred\* Event Location:** Your starred locations will populate in the box at the top. At any time you can use the “Show only my authorized locations that have no time conflicts” checkbox to hide unavailable locations. Use the “Enforce head count” checkbox to hide locations that will not fit your expected headcount. The Green Check mark means that the space is available during your selected date and time. Hover over a space for more information. Click on a space to select it.



## Find and select EVENT LOCATIONS.

### ★ Your Starred Locations...

NRC Beach Max Capacity: 1000	✓
University Mall Area Max Capacity: 460	✓

- Show only my authorized locations that have no time conflicts
- Enforce head count

 Refresh

**To search for a location by name:** Click on “Search by Location Name”

Click the “Show only my authorized locations that have no time conflicts” checkbox so that results only show available locations. The Green Check mark means that the space is available during your selected date and time. Click on the space to select it or hover over it for more details.



## Find and select EVENT LOCATIONS.

### ★ Your Starred Locations...

### 🔍 Search by Location Name...

MSC 14	✓	▲
MSC 233	✓	
MSC 244	✓	☰
MSC Billiards	✓	
MSC Bowling Party Room	✓	
MSC Brickyard	✓	
MSC Computer Lab	✓	▼

 Show only my authorized locations that have no time conflicts Enforce head count

Hover over a space for more information. To select it, click on it. It will populate on the right side of your screen.

To make a space starred- click on the open star to quickly access it for future requests.

Check to hide unavailable locations or locations that do not fit your headcount

### Saved Searches...

### Advanced Search...

**To search for a location using a saved search:** Click on “Saved Searches” and select “Public Searches” from the list.

## Find and select EVENT LOCATIONS.

★ Your Starred Locations...

🔍 Search by Location Name...

### Saved Searches...

Your Starred Searches	110s- Austin
All of Your Searches	110s- Bate 1st Floor
Public Searches	110s- Bate 2nd Floor
	110s- Bate 3rd Floor
	110s- Belk
	110s- Brewster B
	110s- Brewster C
	110s- Brewster D

AUSTIN 00201 AUSTIN 201 Austin Max Capacity: 24	✓
AUSTIN 00202 AUSTIN 202 Austin Max Capacity: 42	✓

- Show only my authorized locations that have no time conflicts
- Enforce head count
- Refresh

Click on search to execute. List of available spaces will populate below. Hover over a space for more information. To select it, click on it. It will populate on the right side of your screen. To make a space starred- click on the open star to quickly access it for future requests.

Check to hide unavailable locations or locations that do not fit your headcount.

Once you have selected a location, it will populate on the right side of the event wizard. For rooms that are not fixed setup rooms, please choose a layout and setup information by clicking on "View and Modify Occurrences" from the dropdown. To add setup instructions, click the pencil.

### Selected Locations

**MSC 244** ✓ ☆ ✕

**Max Capacity:** 182

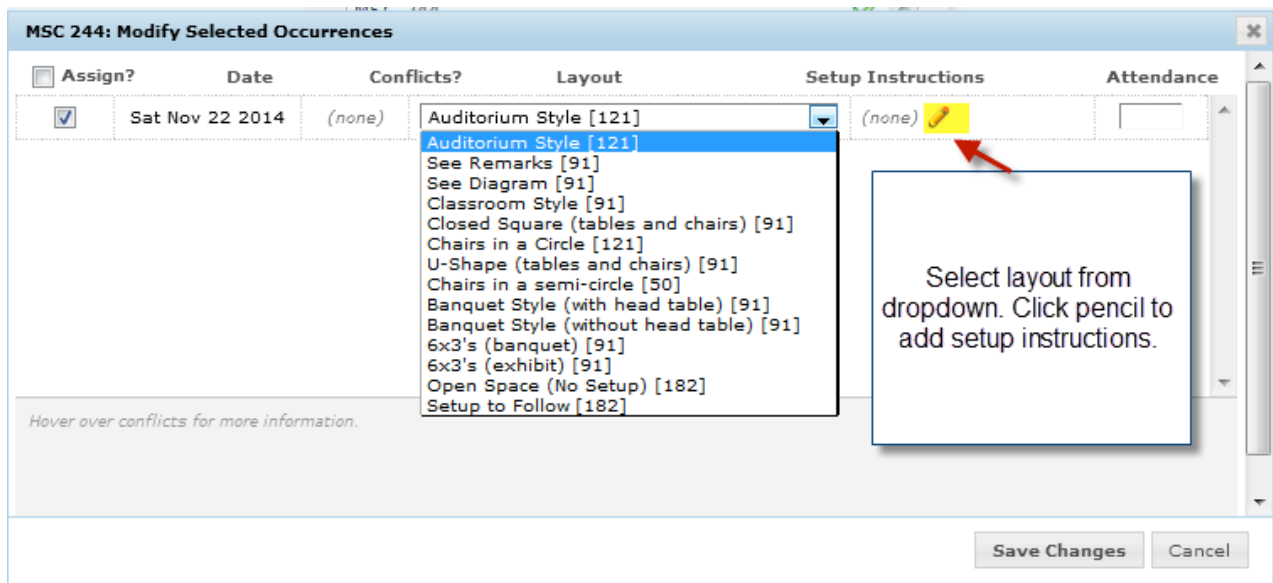
**Features:** Windows; Carpet; Raised Platform/Stage

**Selected Occurrences:** All Occurrences

**Conflicts:** None

**View and Modify Occurrences**

Click here to add layout and setup instructions



**Next** ►

Proceed to next page.

### 9. Resources and Services Needed for your event:

To select resources needed for your event, click on Advanced Search and then click to choose a category from the dropdown. Click 'Search'.

Each Scheduling area has a list of resources available for your event. Please click on the appropriate area, to get a list of available resources.

\*Click on Global Category to access a list of global resources/services such as ARAMARK catering, Open Flame request, etc.



**Find and select RESOURCES AND SERVICES.**

★ **Your Starred Resources...**

🔍 **Search by F**

**Saved Search**

Choose "Advanced Search"  
Then select a category from the  
dropdown.

**Advanced Search...**

Categories:

Categories:	I
	ECHI Resources
	Parking Resources
	Athletics Resources
	Global Category
	CRW Resources
	LWCC Resources
	CRO Resources
	Brody Resources
60" Round Table	
6x3 Table	
6x3 Table- L	
8x3 Table	✓
Alcohol Approval Required	∞
Audio Recording (only)	∞
Audio/Video Recording	∞

60" Round Table

6x3 Table

6x3 Table- L

8x3 Table

Alcohol Approval Required

Audio Recording (only)

Audio/Video Recording

Refresh

To select a resource, click on it in the list. When it populates on the right, you can edit the quantity, or add instructions, by clicking on the pencil just as you did with the location.

**Brody- Chairs: Modify Selected Occurrences**

<input type="checkbox"/> Assign?	Date	Quantity	Avail/Total	Setup Instructions
<input checked="" type="checkbox"/>	Sat Dec 06 2014	1	419/419	(none)
<input checked="" type="checkbox"/>	Sat Dec 13 2014	1	419/419	(none)

Select a resource and it will populate on the right side of your screen. You can edit quantity or setup instructions by clicking "View and Modify Occurrences" just like you did with the location. Click the pencil to add resource instructions.

\*Note- A resource selection is REQUIRED to proceed with your request. If you do not require any resources, select CRO Resources under "Categories" and select "No Resources Required"

\*Note- make this a starred resource, for quicker selection next time by clicking on the star next to it on the right.

Click on the star to add for quicker selection on future requests.

**Selected Resources**

**No Resources Required**

**Selected Occurrences:** All Occurrences

**Conflicts:** None

[View and Modify Occurrences](#)

**Next** ►

Proceed to next page.

## 10. Event Custom Attributes:

Questions will appear in this area, dependent on the type of event. Please answer each question in the list. Some questions are required to be answered, in order to submit your request.



Select EVENT CUSTOM ATTRIBUTES for this event.

Are people outside ECU invited?

Yes  No

Are you charging registration/admission?

Yes  No

Are you having entertainment? Specify

Next ►

Proceed to next page.

### 11. Alternative locations and additional instructions:

Please enter information about preferred alternate spaces and any additional instructions/notes to the scheduler about your event.

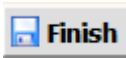
Add additional COMMENTS and NOTES for this event.

#### Alternative Locations and Additional Instructions

We could also use ~~Mendenhall~~ 244. Please assign a comparable space if needed.

### 12. Event State:

All requests are drafts. This field is not editable. This simply means that the event is in a draft form until it is confirmed by a scheduler. Once your event is confirmed, you will receive an e-mail confirmation.

Click  to submit your request.

**Congrats! Your request is submitted!**

**\*Reminder- Your location/resources are not confirmed until you receive a confirmation notice from the scheduler.**

## **RESOURCE PARTNERS**

### **SMART CLASSROOMS**

Video Services, Information Technology and Computing Services (ITCS) is available to video capture and produce events such as conferences, lectures, training sessions, or special events. Professional video editing services are also available for ECU faculty and staff. Videos can be cataloged on ECU-TV On Demand for watching anytime or via ECU-TV. Recording of events is for ECU events only. For details and to check availability, please send e-mail to [ecutv@ecu.edu](mailto:ecutv@ecu.edu) or visit [www.ecu.edu/mts](http://www.ecu.edu/mts) for more information.

#### **Main Campus**

(Beginning Fall 2014, 7:30 am to 9pm Monday – Thursday; 7:30am to 5pm Friday; Sunday 4-8pm)  
Events in classroom spaces on campus can receive support for a technical problems in a room by calling 252.328.9830 and provide your name, room number and a brief description of the problem. A technology consultant will be dispatched to your location. Our response time goal for east campus is 10 minutes or less.

#### **Health Sciences**

(Beginning Fall 2014, 7:30 am to 7pm Monday – Thursday; 7:30am to 5pm Friday)  
Events in classroom spaces on campus can receive support for a technical problems in a room by calling 744-2903 and providing your name, room number and a brief description of the problem. A technology consultant will be dispatched to your location. Our response time goal is 10 minutes or less.

#### **Classroom Instruction**

(Beginning Fall 2014, 7:30 am to 9pm Monday – Thursday; 7:30am to 5pm Friday)  
Whether you need a lab, classroom, or conference room, ECU has over 400 technology-enhanced spaces. Find the appropriate location for your instruction by searching the Classroom Technologies Database. If you experience any technical problems in the room call 252.328.9830 and provide your name, room number and a brief description of the problem. A technology consultant will be dispatched to your location. Our response time goal for east campus is 10 minutes or less. Call the IT Help Desk at 252.328.9866 or enter an online IT service request for

nonf emergency support questions. For more information and to access classroom technology training material, visit [www.ecu.edu/cs-itcs/classroomTech](http://www.ecu.edu/cs-itcs/classroomTech).

## **PARKING**

ECU Parking and Transportation Services recognizes special events serve an important role in achieving the University's mission. The department understands the related parking and transportation needs must be supported. Parking must work with event planners to ensure a positive experience for event attendees. However, special event parking arrangements must be made to minimize the impact on ECU's daily operation.

A special event is defined as any activity or series of activities held on ECU property which requires the use of parking services beyond those normally provided. Such activities occur beyond the University's typical daily business and must be planned carefully to minimize any potential disruptions to University parking, traffic flow, and/or service access. Special events include theatric performances, art exhibitions, concerts, athletic contests, fairs, festivals, conferences, and parades.

Contact Parking and Traffic Services if you have a special guest or a small activity that can be accommodated through the use of parking permits and parking in the appropriate zone. With few exceptions, all visitors and guests are required to display a valid ECU parking permit. Department's may purchase Departmental Guest Permits for a nominal fee.

Pirate Athletic event parking is coordinated by ECU Athletics. Athletic event parking arrangements are posted at the Pirate Athletics website: [www.ecupirates.com](http://www.ecupirates.com)

It is the responsibility of the department, group, or individual hosting/planning a special event to notify Parking and Transportation Services in advance of the event to arrange parking accommodations. A general rule is "the larger the event, the more notice needed". Costs associated with special event parking and transportation services are the responsibility of the special event sponsor or host.

Develop a parking plan. Please refer to the following list of questions and considerations while planning the event. The answers and event requirements will influence the parking arrangement.

- When is the event?
- Where is the event?

- Who and how many will be attending - visitors, special guests, dignitaries, general public, staff, student, faculty?
- Is the event open to the general public?
- How will attendees arrive - personal vehicle, state vehicle, bus?
- Do attendees require ADA accessible accommodations?
- Does the event have special logistical needs?
- What is the requested parking accommodation?
  - Close proximity parking may be preferred but not available.
  - Reserved parking for small groups is possible in a few locations.
- Does the event coincide with other events?
- How are you going to communicate parking information to our guests?
- Research other campus activities and decide if campus resources are available to support your event.
- Large events may require off-core parking and shuttle service
- The event may require personnel to provide parking assistance.
- Budget for parking, parking related services and transportation costs as part of the initial planning process.
- As elements of the Campus Master Plan are implemented, event parking on the core of main campus will be limited.
- Event parking on the Health Sciences is limited. Parking availability is influenced by class schedules.
- Check our website for parking and permit information  
<http://www.ecu.edu/cs-admin/parkingandtransportation/>
- Plan ahead, parking matters!

Please contact Johnnie Eastwood at eastwoodj@ecu.edu or by phone at 252-328-1960 to make special event parking arrangements.

## **ONE CARD OFFICE**

It is very important that you include the following information in your request if you need the One Card Office to open a building for your special event.

- Contact information to include:
  - Name of person ACTUALLY attending the event(Event Sponsor), NOT the scheduler's name
  - Work Phone #
  - Alternate Phone # (such as cell #)
- Clear specification of actual building unlock time versus reservation time (Does the building need to unlock early for set up or stay open late for clean up?)

- Does the scheduled event require any of the exterior doors of the building to be unlocked? (Do the participants already have card access to the area?)

## **ENVIRONMENTAL HEALTH & SAFETY (EH&S)**

### **EH&S CONSIDERATIONS FOR SPECIAL EVENTS**

Special events, meetings, conferences, training sessions and other assembly functions must comply with OSHA regulations, NC Building Codes and other health and safety requirements. EH&S has developed the following information for event coordinators to consider when planning an event. This is not an exhaustive guide so please contact EH&S at 328-6166 or [safety@ecu.edu](mailto:safety@ecu.edu) for additional information.

### **EVENT SPONSOR**

§ The event sponsor is responsible for the safety of the event. The sponsor must attend the entire event as well as function as the Event Safety Representative. The event sponsor will also serve as the point of contact for review and approval.

### **EMERGENCY PREPAREDNESS**

§ Event staff must develop emergency evacuation procedures for the event. They must be familiar with the floor plan of the event area, the exit routes of the event area and how to assist with an evacuation of the area/building.

§ Certified crowd managers are mandatory for events with 1000 or more attendees with one crowd manager provided for every 250 attendees. Crowd managers must complete training provided through the NC Department of Insurance. Contact EH&S for additional information. EXIT AND MEANS OF EGRESS MANAGEMENT

§ It is the responsibility of the event sponsor to ensure the maximum capacity of a room or facility is not exceeded during the event. Choose a venue that will be appropriate for the maximum attendance. Configuration of space will impact occupant load (standing room vs. table/chairs vs. fixed seating).

§ Lobby areas, corridors and other means of egress are not to be used for events (limited exceptions apply – contact EH&S for guidance). Corridors, stairwells and other means of egress shall remain clear of all materials and equipment.

§ Once an event has been set up in the approved configuration, do not move any furniture or equipment without first contacting someone from EH&S. The set-up is designed to ensure compliance with fire and life safety codes.

§ "EXIT" signs, emergency lighting, fire alarm strobes, fire alarm pull stations and other

emergency equipment must be unobstructed and visible at all times.

§ Exit doors and means of egress cannot be obscured or concealed by decorations or special effects.

§ All exit doors must be unlocked and unobstructed.

§ Exit doors and other fire rated doors must not be held open with any item other than magnetic hold open devices connected to the building's fire alarm system.

§ Fire lanes and emergency vehicle access must be unobstructed and available for the duration of the event.

### **COMPRESSED GASES AND HAZARDOUS SUBSTANCES**

§ Special events involving compressed gases or other hazardous materials must have EH&S approval. The most common type of compressed gas used for special events is helium to fill balloons. All compressed gas cylinders must be transported by vendors or personnel who have been approved to do so and a cylinder dolly must be used to transport large cylinders. Cylinders must be properly secured in an upright position at all times to prevent them from falling over (secured with straps or chains connected to a wall bracket or other fixed surface, or by use of a cylinder stand).

### **ELECTRICAL EXTENSION AND POWER CORDS**

§ Approved heavy-duty extension cords (14 gauge or larger) may be utilized during special events for the temporary use of portable appliances (audio-visual equipment, portable lab equipment, etc.).

§ Extension cords are prohibited for use with major appliances, stationary equipment and high load equipment such as microwaves, refrigerators, and coffee makers. This type of equipment must be plugged directly into a wall outlet.

§ All extension cords, transient voltage surge suppressors, electrical equipment and appliances must be UL-listed (Underwriter's Laboratories), indicating that they have been tested and approved for safe operation.

§ Cords shall be maintained in good condition without splices, deterioration or damage.

§ The current capacity of the cord or surge suppressor shall not be less than the rated capacity of the appliance or fixture it serves. Equipment must be used only for its intended use in accordance with manufacturer recommendations.

§ Each cord shall be plugged directly into an approved receptacle and shall serve only one appliance or fixture.

§ Extension cords and surge suppressor strips shall not be connected in series.

§ Flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact.

§ Cords used in wet and/or outdoor locations must be protected with ground fault circuit interrupters.

§ Do not create a trip hazard by placing extension cords across aisles and walkways.

#### LIGHTING AND VISUAL EFFECTS

§ General lighting must be bright enough to allow guests or the audience to see the aisles leading to the exits. This prevents people from tripping or falling under normal circumstances and facilitates a quick evacuation in case of an emergency. If you plan to use unusual lighting or visual effects, you must also develop a plan that determines how it can be accomplished in a manner that complies with the regulations and guidelines governing safe lighting.

§ The use of any machine, device or chemical to create fog, foam or haze-like visual effects must be approved by EH&S as it can obscure visibility of means of egress, activate the fire alarm system and can be an irritant to occupants/program participants.

§ When strobe lighting or similar special effects are used a warning message must be provided to the event attendees. "Strobe lighting will be used in this production. Those with known sensitivity to strobe light should avoid viewing the (specify the time period or portion) of this show." Also mention if there are any other unusual effects that could startle or disturb the audience.

#### DECORATIONS

§ No decorations, furnishings, or equipment that impairs visibility of an exit sign shall be permitted, nor shall there be any brightly illuminated sign (other than for exit purposes) or object in or near the line of vision of the required exit sign of such a character as to detract attention from the exit sign.

§ Draperies, curtains, and other similar loosely hanging furnishings and decorations shall be flame resistant as demonstrated by complying with NFPA 701, Standard Methods of Fire Tests for Flame- Resistant Textiles and Films.

§ Combustible decorative materials such as, but not limited to, cotton batting, paper, foam plastics, cloth, vegetation, moss, straw, hay, vines, split bamboo, leaves and similar material shall not be used unless the materials are flame resistant or treated with flame retardant material. Such flame resistance shall be documented and certified by the manufacturer in an approved manner.

§ Natural cut Christmas trees are prohibited. Flame-retardant artificial trees are allowed.

§ Trees and other decorative material shall not obstruct corridors, exit ways, or other means of egress.

§ Only UL listed lights and wiring shall be used.

§ Do not hang decorations from overhead pipes or sprinkler heads.

§ Keep lighting equipment and other heat sources away from decorations.

§ Remove decorations immediately following the event. **OPEN FLAMES AND PYROTECHNICS (FIREWORKS)**

§ Candles, open flame devices and pyrotechnic devices are prohibited from use inside all owned and leased facilities at East Carolina University.

§ Exceptions to this policy may include but are not limited to approved laboratory and classroom activities (Bunsen burners); food preparation areas; approved contractor, Facilities Services and departmental operations (torches, welding, etc.); and some initiation ceremonies and theatrical performances.

§ Requests to use open flames during special ceremonies and theatrical performances must be reviewed and approved by EH&S prior to the activity and require the completion of an "Application for Use of Open Flame Devices."

§ Candles must be located in a way that they are separated from the general public (i.e. stages, platforms, etc.). Candles carried by people through an auditorium, such as a candle light service, present a great hazard and this practice is prohibited. Candlelight vigils are allowed outside with the completion of an "Application for Use of Open Flame Devices."

§ A fire extinguisher must be readily accessible. Event staff must include individuals trained in fire extinguisher use.

§ Bonfires are prohibited.

§ Sky lanterns are prohibited.

§ Pyrotechnic displays (fireworks) must be approved by the NC Department of Insurance and Greenville Fire Department. A pyrotechnic event request and application must be submitted to EH&S at least 60 days prior to the event.

## **COOKING/GRILLING AND FOOD SAFETY**

§ Cooking/grilling on campus grounds is restricted to designated locations and must be approved by EH&S. The ECU Environmental Health & Safety Office reserves the right to



prohibit or cease any food preparation or food service operation on University property that it deems may present a health or safety threat.

§ All activities involving the preparation, storage and service of potentially hazardous foods on East Carolina University property will abide by North Carolina's health code 15 NCAC 18A .2600, "Rules Governing the Sanitation of Restaurants and Other Food Handling Establishments."

(<http://ehs.ncpublichealth.com/faf/food/planreview/docs/t15a-18a.26.pdf>)

§ When cooking/grilling is allowed the cooking devices must be at least 25 feet from surrounding structures and combustible material. Avoid high traffic areas and be aware of wind blown sparks. Be sure that all parts of the unit are firmly in place and that the grill is stable (can't be tipped over).

§ Continuously monitor and never leave a grill unattended once lit. Have appropriate fire extinguishers on hand and make sure designated event staff are trained in their use.

§ Potentially hazardous, cooked or raw cold foods require refrigeration and must be maintained at 45° F or below at all times. Potentially hazardous hot foods must be maintained at 140° F or above at all times.

§ All potentially hazardous food must arrive ready to be served or ready to be cooked, and when cooked, must require minimal preparation to be served. An enclosed facility will be required for more involved food service activities.

§ Keep all foods protected from dust, dirt, insects and other sources of contamination during storage, preparation, cooking, display, and service.

§ No person who has a communicable or infectious disease that can be transmitted by foods, or who is a carrier of organisms that cause such a disease, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge, shall work in a temporary food establishment in any capacity in which there is a likelihood of such person contaminating food or food contact surfaces, with disease causing organisms or transmitting the illness to other persons.

§ Convenient and approved toilet facilities shall be provided. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate, and kept clean.

§ Be sure to wear clean outer garments and effective hair restraints. Tobacco will not be allowed in the preparation and service areas.

§ Equipment and utensils must be kitchen grade, clean and in good repair and stored protected from dirt and insects. Keep disposable eating utensils in sufficient quantities for your customers.

§ Adequate methods must be taken to ensure clean hands. When a hand wash lavatory with hot and cold water under pressure is not available, a catch pan, a container of water, soap, and disposable towels are required. Disposable food-handling gloves, disposable moist-type sanitizing towelettes, and hand sanitizers are also encouraged.

§ Garbage and refuse shall be collected and stored in standard water-tight garbage cans provided with tightfitting lids or other approved containers or methods. Garbage and refuse shall be removed at least daily and disposed of in a sanitary manner.

## **TENTS AND CANOPIES**

All tents over 400 square feet (with sides) or in excess of 700 square feet (without sides) erected on ECU property must be permitted by the North Carolina State Construction Office (NCSCO). To assist departments in compliance with this requirement, EH&S will serve as intermediary between the department and the NCSCO.

For any event using tents or membrane structures the NC Fire Prevention Code (NCSFC) requires the project to be evaluated for fire and life safety and a permit to be obtained. For all State-owned property State Construction Office (SCO) is responsible for the evaluation and granting of a permit. EH&S will conduct a preliminary review and submit the application(s) to NCSCO for review/approval. EH&S will then provide notification to the applicant regarding status of the permit.

§ Obtain authorization for use of space where tent will be erected. § Submit tent permit application and required support documentation to EH&S at [safety@ecu.edu](mailto:safety@ecu.edu). At

least 30-day advance notification is recommended. If plans are not submitted soon enough to allow reasonable time for evaluation and approval, the event may not be approved and must be either rescheduled or canceled.

§ EH&S will conduct a preliminary review in consultation with Facilities Services and Disability Support Services.

§ EH&S will submit application and support documentation to the North Carolina State Construction Office (NCSCO).

§ Upon obtaining satisfactory evidence that the proposed tent will be in accordance with minimum Code requirements, NCSCO will issue a permit in the form of a signed approval letter (or an E-mail). EH&S will provide notification to the applicant regarding status of the permit.

§ Event organizer must assure that tent is erected in accordance with parameters of the approved permit. Unapproved variances may result in cancellation of the event.

Required Support Documentation

§ Certificate of Flame Resistance for the tent (available from tent vendor)

§ Floor plan showing seating/table arrangements including number of occupants

§ A site plan showing location, 20 feet separation from other structures, and Fire Department vehicular access within 150 feet.

**Tent Permit Application**      <http://www.ecu.edu/cs-admin/oehs/>

## **INFLATABLES**

§ Inflatable rides and devices used during special events must be reviewed and approved by EH&S. Vendors must have each inflatable inspected annually by the Department of Labor and must have inspection tags attached to each device (typically on the rear-end facing right-hand side near tie down straps). Inflatables must be securely anchored to the ground and generators and blowers must be properly separated from the attraction and protected to prevent unauthorized access. Qualified operators must be provided per manufacturer recommendations.

## **CATERING**

Must order thru <https://ecucatering.catertrax.com>

Aramark Exclusive Spaces

    Mendenhall

    Athletics Multi-purpose spaces

    Green Room

    Sweethearts

Green Room Requirements

    \$200 minimum food order to reserve

Sweethearts Requirements

    \$25 room rental if no food is ordered

## **GROUNDS**

**Recycling** -Can bring out Recycling containers for an outside event if canned/bottled drinks are supplied.

**Waste Removal** -Can bring out additional refuse containers for a large outside event that generates a surplus of garbage

**Grounds Services** -will locate irrigation and storm water lines when a "locate" is turned into the ECU Service Center (328-6776)

**Cutting grass/general clean-up** of an outdoor venue before an event – if time allows.  
**Crew members** to work the event (empty garbage/recycling, pick up grounds during and after event)  
**Moving Services**-can supply Tables/chairs

## **Central Ticket Office**

### **Sales Procedures**

Hours of Operation:

Summer: Monday through Friday 9:00am to 5:00pm

Academic Year: Monday through Friday 9:00am to 6:00pm and  
Saturday 1:00pm to 5:00pm

Box Office Day of Show:

Box Office opens one hour prior to start time of show and stays open 30 minutes to 1 hour after the start of the show (depending on the rate of sales).

Central Ticket Office Fees:

Fees charged are dependent on type of organization.

Contact Information:

252-328-4788

1-800-ECU-ARTS (328-2787)

Online sales:

Tickets can be sold online for an additional fee and at the discretion of the CTO Manager.

Settlement process:

After the conclusion of sales, the Central Ticket Office staff will prepare a settlement sheet listing total sales for the event, revenue collected and any applicable fees charged by the CTO. The settlement sheet must be signed by the group's representative and the CTO manager. On campus groups can either have a check cut or have the sales revenue minus fees transferred by IDT to a University account. Off campus groups will have a University check mailed to the designated address. Allow two-three weeks after paperwork is signed for checks to be cut.

### Complimentary Tickets:

Groups needing complimentary tickets issued must submit a written request to the Central Ticket Office manager or assistant manager one business day in advance.

### Tax ID Number:

Groups will need to provide an organization tax ID number or social security number prior to settlement.

### **Ticketed Events and Admission Charges**

Due to the passage of NC General Statute 105-164.4(a)(10), effective 1-1-14 the Central Ticket Office (CTO) will be required to handle all ticket/admission sales for ticketed events. The CTO is now responsible for the collection of NC sales tax on all tickets/admission as required by the new law. Events held in Pitt County will be taxed at the rate of 7% and this amount will be deducted from the ticket sales revenue.

If your department has an event for which you expect to charge admission, please complete and submit an Evaluation of Admission Charged Events form located on the ECU Financial Services website under Helpful Forms ([http://www.ecu.edu/cs-admin/financial\\_serv/forms/index.cfm](http://www.ecu.edu/cs-admin/financial_serv/forms/index.cfm)) in advance of selling admission to the event. This will ensure proper accounting and sales tax treatment of admission sales. Any questions regarding this subject (and completed forms) can be sent to [salestaxquest@ecu.edu](mailto:salestaxquest@ecu.edu) or call Stephanie Coleman at 328-5629.

- Tickets will be required for admission for every paid event. The tickets MUST come from the CTO and organizations will not be allowed to sell their own tickets printed elsewhere.
- Event sponsors may opt to have tickets sold in advance or at the door only. If groups wish to sell tickets offsite (on the brickyard, etc.) the CTO will consign tickets out to the group (with the approval of the faculty or staff advisor of the group). All unsold tickets and receipts from ticket sales must be turned in to the CTO prior to the start time of the event during regular CTO business hours.
- Ticket prices will be decided on by the sponsoring organization in advance. The CTO will work with the sponsoring organizations to set up a pricing structure that will allow for the most profitable event possible BUT will not be able to accommodate last minute price changes. For example, if your group wants to charge on a sliding scale based on time entering the dance, we will be happy to set that up for you but it must be done in advance and cannot be changed on site on the night of the event.
- Tickets for events held in Mendenhall Student Center will be sold at the CTO location in the main lobby. Please include this information in your advance publicity so that ticket purchasers will not have to leave their position in line to go purchase ticket(s) from the CTO location.

- Advance tickets for events held in other locations will be sold at the CTO in Mendenhall main lobby. Door sales will be done at the event venue location.
- A settlement sheet will be prepared at the conclusion of sales and will itemize ticket sales revenue, sales tax amount to be deducted and any applicable rental fees due. Once this paperwork has been signed by the sponsoring organization's representative and a CTO representative a check will be cut and mailed to the sponsoring organization, which takes about 2-3 weeks on average. Campus groups or departments can opt to have the sales revenue minus fees transferred by IDT to a University account.
  - If your organization does not have a Banner ID, one will need to be created in order to issue a check from the University. The appropriate paperwork will be given to the organization's representative to be completed to create the Banner ID. Please keep in mind that a check cannot be issued without a Banner ID, so please submit the completed paperwork as soon as possible to prevent any further delay of payment.

### **Central Ticket Office Fees**

#### **Non-Student Campus Organizations**

Box Office Charges: For sale of tickets, the Presenter shall pay the CTO for use of facilities and staff as follows:

1. Credit Card Commission: Three percent of gross credit card sales.

#### **Off-Campus Organizations**

Box Office Charges: For sale of tickets, the Presenter shall pay the CTO for use of facilities and staff as follows:

1. Nine percent of gross ticket sales and \$.30 each for free or complimentary tickets distributed or \$50.00 whichever is greater.
2. Credit Card Commission: An additional three percent of gross credit card sales.
3. Ticket Printing Charges: \$.10 per ticket printed.
4. Set-up fee: \$25.00 for each performance.
5. Additional set up fee for on-line ticket sales: \$75.00 for each performance.

## **Disability Support Services**

### EVENT PLANNING FAQ'S

I am having an event on campus, does it need to comply with the Americans with Disabilities Act (ADA)?

East Carolina University is covered under Title II of the ADA. Title II states that all programs and services related to the university must be fully accessible to individuals with disabilities.

There is no elevator in the Graham Building, how can that be? Aren't we out of compliance if all our buildings aren't accessible?

Not necessarily, as long as we can make the program occurring on the second floor accessible we are in compliance. If a student with a mobility impairment is enrolled in a class on the second floor we would have to move the class to an accessible location to achieve compliance.

How can we hold events in Christenbury Gym and remain in compliance?

If your event is open to all member of the campus, Christenbury Gym is not an option as the primary or rain location. However, the area could be reserved by a group holding a non-public event for which there is assurance no individuals with disabilities will need accommodation. For example, a closed practice for the ECU extreme unicycle club.

Inflatable games aren't accessible, does that mean we can't use them?

Some activities are inherently inaccessible. The goal in this case is to set up the venue to be as inclusive as possible, for example, setting up the games on an accessible route where individuals with disabilities have an unobstructed view of the event in progress.

A group wants to have a farmers market with vegetable stands, displays, games and food vendors. They have requested the use of the band practice field at the bottom of College Hill, is this okay?

This is an example where either all elements would need to be set up along an accessible path (sidewalk) or an alternate location should be considered.

How will I know if someone needs an accommodation such as a sign language interpreter in order to participate?

All events should include the following statement on promotional materials:

Individuals requesting accommodation under the Americans with Disabilities Act (ADA) should contact the Department for Disability Support Services at least 48 hours prior to the event at (252) 737-1016 (Voice/TTY)).

What if I have questions regarding the accessibility of an event?

The Office of the ADA Coordinator and the Department for Disability Support Services are available to assist with planning and implementing an accessible event. They can be reached by calling (252) 737-1016 or by email at [dssdept@ecu.edu](mailto:dssdept@ecu.edu) .

## **POLICE**

### Event Staffing

The ECU Police Department schedules sworn and non-sworn personnel to work special events on campus. Please review the Terms and Conditions prior to requesting police services.

#### Terms and Conditions:

Requests for service should be submitted no less than two (2) weeks prior to your event date in order to allow for sufficient planning. If your request is made with less than two (2) weeks notice there will be no guarantee that an officer(s) will be available for your event.

Your organization will be responsible for payment for the personnel assigned to work the event. Hourly rate charges are based on the individual officer assigned to the event.

A minimum of 24 hours notice is required for cancellation of the request for police services. If cancellation is not received or is received less than 24 hours before the scheduled time of the event, your organization will be billed a minimum of two (2) hours for each officer requested.

You may request a specific number of officers needed for your event, but the ECU Police Department will be responsible for assessing the proper number of officers needed based on factors such as crowd size, type of event, location, etc.

If you have any questions regarding special events staffing, contact:

[Lt Chris Sutton](mailto:Chris.Sutton@ecu.edu) (252) 737-7433

Event Staffing Request

<http://www.ecu.edu/cs-admin/police/Police-Department-Event-Staffing.cfm>

## **TRANSIT**



## Charter Bus Services

ECU Transit offers charter services to provide convenient, prearranged, dedicated bus service for University affiliated groups and organizations at minimal cost. We can provide chartered transportation on-campus, around town and out-of-town. Approval for chartering organizations is at the discretion of ECU Transit and based upon the availability of vehicles and personnel.

Buses are available with capacity for 40 passengers and are ADA accessible. Seating capacity is reduced if luggage is brought onboard the bus.

Reservations must be made at least two weeks prior to the charter by a signed contract. Any organization not chartering at least two weeks in advance is subject to a \$100 late booking fee.

To ensure the best quality service, be prepared to provide the following information:

- Date and time of event
- Billing address
- Contact name, phone number, and e-mail address
- Anticipated number of passengers
- Number of buses requested
- Pick up and drop off locations
- Payment method

Please contact us as early as possible to reserve a bus for your event! For more information, please contact our Charter & Advertising Coordinator at 252-328-5393 or [transitcharters@ecu.edu](mailto:transitcharters@ecu.edu).

## Basic Charges

All charters are billed a minimum of three (3) hours and include a driver for each bus.

- **On Campus Charter:** \$50/hour with all stops on university owned property within the city limits
- **Local Charter:** \$65/hour with all stops within Pitt County
- **Off Campus Charter:** For destinations outside of Pitt County, please contact our Charter & Advertising Coordinator directly for a quote
- **Overnight Charter:** Please contact the Charter & Advertising Coordinator directly for a quote

We do not accept credit cards. Cash, check, or IDT only.

## Motorcoach Buses

ECU Transit is pleased to offer transportation services to an expanded area using our new Prevost motorcoach buses. To inquire about reserving these buses for your travel needs, please [contact our Special Events Coordinator by e-mail](#) or call 252-737-4850 for more information.

### **Features & Amenities**

Longer distances mean a greater need for traveling comfortably, so each of our motor coaches is outfitted with all of the following:

- 52 leather seats with wingback headrests
- footrests
- DirecTV playing on 6 LCD panels
- Wi-Fi
- XM Radio
- DVD player
- seatback audio with headphones jack
- 110 volt outlets with USB charging for every seat
- lavatory
- PA system with microphone
- ADA accessible vehicle available with 48 hour notice