Renaissance Coliseum
Department of Campus Recreation and Athletic Facilities

RENTAL POLICIES AND PROCEDURES

The Renaissance Coliseum is a 4,200 seat arena located on Bradley University’s campus in Peoria, Illinois. It replaced the Robertson Memorial Field House and opened in August of 2010. It is a spectacular venue for basketball and volleyball games, as well as concerts, speakers, and student events.

The Renaissance Coliseum may be available for use by Bradley University departments for university use. When the facility is available, External Scholastic/Non-Profit Groups and External Groups may have the ability to rent the Renaissance Coliseum based on the Rental Fee Structure and approval by Bradley University administration.

Bradley University reserves the right to control the management and enforce all necessary and proper rules for the management and operation of the Renaissance Coliseum and its events.

These Rental Policies and Procedures have been created by Bradley University (“University”), to be used by individuals and organizations (“User”) interested in sponsoring and hosting events in the Renaissance Coliseum.

I. Bradley University agrees to:
   - Ensure the facility is available for use in a heated/air conditioned, lighted, and clean condition with such equipment as is specifically agreed upon.
   - Provide access to visitor locker room (110), officials locker room, and other locker room space based on availability.
   - Provide facility manager, security personnel, and usher staff to the extent deemed appropriate by the University at the User’s expense.
   - Provide access to the Renaissance Coliseum scoreboard
   - Provide an EMT/Fireman at User’s expense, if determined necessary by the University.
   - Provide water and cups for team benches and officials’ locker room. Towels will not be provided.

II. The User is expected to:
   - Submit a schedule for the Event no later than 30 days prior to the event
   - Provide game officials for Event, if needed.
   - Provide public address announcer, if needed.
   - Provide athletic trainers for participating teams, if needed.
   - Provide programs and staff to sell said programs, if needed.
   - Provide uniforms, balls, and all other equipment/materials needed for the Event.
   - Remove all materials to the University’s satisfaction after completion of the Event. If additional cleanup is deemed necessary by the University, User will be charged for those costs.

III. In addition, the User may request the following at a cost:
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- Provide operators for the scoreboard, sound equipment, and video board.
- Provide equipment; tables, chairs, stanchions, sign holders, pipe and drape, stage, and floor covers.
- Provide access to the Zobrist Hospitality Room (245), the Braves Club Room (223), and/or other necessary meeting/hospitality areas within the facility.

IV. Capacity
In no event shall tickets or passes be issued or sold in excess of building capacity. Building capacity for all events including sporting events, concert style events, and other non sporting events, will be determined by Bradley University Renaissance Coliseum facility management staff prior to a contract being developed.

V. Parking
Parking will be available in the Main Street Parking Deck. If additional parking is necessary, arrangements must be made with the Director of Parking, no less than 30 days prior to the Event. User is prohibited from charging for parking.

VI. Defacement of Facility
The User agrees to reimburse the University for full cost of repairing damage to University premises, equipment, and furnishings lost or destroyed when such damages, losses and destruction are caused by the User, its employees, participants in, or attendees to the Event and are not the result of reasonable wear and tear.

VII. Conduct
User assumes full responsibility for the character, acts, and conduct of all persons admitted to the Event by the consent of the User. The University reserves the right, through its manager and representatives, to remove any objectionable person or persons from the building.

Alcoholic beverages may be sold and consumed in the Zobrist Hospitality Room (245) or the Braves Club Room (223). Alcoholic beverages are not allowed in other spaces within the facility. Alcoholic beverages must be purchased through the University. Additionally, no gambling, wagering, or other improper or immoral conduct shall be permitted on the premises during the Event. The University reserves the right to remove any individual or group for violating this policy.

VIII. Concessions / Catering
- No outside food and drink is permitted in the facility.
- User may request concessions to be sold by the University. The University will determine whether concessions are warranted. All profits will remain with the University.
- Catering service is also available, inquire for more information. All catering services within the Renaissance Coliseum will be provided by the University.

IX. Finances
To schedule and hold the Renaissance Coliseum, a non-refundable deposit of $500 will be due at the time of scheduling. The deposit will be deducted from the rental fee at time of invoicing. The University reserves the right to require an additional deposit prior to the Event date. For University scheduled events, there is no deposit necessary.

After the Event, the User shall be invoiced for all operational costs, administrative fees, and rental fees incurred. The User shall make full payment on the invoice within thirty (30) days of receipt of invoice.
X. Cancellation
The User agrees to notify the University of changes in the event schedule or cancellation. Notice of changes shall be given as soon as possible. However, responsibility for incurred operational costs at time of notification are the responsibility of the User. User will forfeit deposit.

XI. Insurance
The User will provide a Certificate of Liability Insurance (with upper limits of $1 million per occurrence / $3 million aggregate; lower limits may be allowed depending upon relevant circumstances) listing Bradley University as an additional insured 14 days prior to the event.

XII. Compliance
This agreement is expressly subject to the constitution, bylaws, rules, and regulations of the NCAA and the Missouri Valley Conference, as modified from time to time. User shall not violate, cause, or contribute to the violations of any such provisions.

XIII. This agreement shall be construed under and in accordance with the laws of the State of Illinois.
RENTAL FEE STRUCTURE

Event Usage
Rental will include use of the Arena Floor, 2 team locker rooms, and an official’s locker room.

<table>
<thead>
<tr>
<th>Group</th>
<th>Operational Cost</th>
<th>Administrative Fee</th>
<th>Rental Fee</th>
<th>Non-Refundable Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>University</td>
<td>Department</td>
<td>N/A</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>University Camps</td>
<td>User</td>
<td>N/A</td>
<td>$600 per day</td>
<td>N/A</td>
</tr>
<tr>
<td>External Scholastic / Non-Profit</td>
<td>User</td>
<td>User</td>
<td>$3,000 per day</td>
<td>$500 per event</td>
</tr>
<tr>
<td>External</td>
<td>User</td>
<td>User</td>
<td>$4,000 per day</td>
<td>$500 per event</td>
</tr>
</tbody>
</table>

Operational costs include but are not limited to:

- Event set-up labor
- Event tear down labor
- Event usher and supervisor labor
- Security / Bradley University Police labor
- Parking labor
- Custodial labor
- Ticket Office costs
- Video production / audio-visual labor
- All University “out-of-pocket” expenses shall be considered operational costs

Administrative Fee: (Billed at $100 per area per day)

- Facility Management
- Video Board Production
- Sports Information
- Ticket Office
### INDIVIDUAL ROOM RENTAL RATES

<table>
<thead>
<tr>
<th>Room</th>
<th>Rate</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zobrist Hospitality Room (245)</td>
<td>$100 / hour or $400/day</td>
<td></td>
</tr>
<tr>
<td>Braves Club Room (223)</td>
<td>$100 / hour or $400/day</td>
<td></td>
</tr>
<tr>
<td>Courts</td>
<td>$40/Hour/Court</td>
<td></td>
</tr>
</tbody>
</table>

*A one hour minimum is required on individual court rentals.*

### EQUIPMENT RENTAL RATES

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Rate</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video Board</td>
<td>$100 per hour or $400/day</td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td>$1.00 per chair</td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td>$ 5.00 per table</td>
<td></td>
</tr>
<tr>
<td>Stanchions – 12 feet per stanchion</td>
<td>$ 5.00 per stanchion</td>
<td></td>
</tr>
<tr>
<td>Sign Holders</td>
<td>$ 3.00 per holder</td>
<td></td>
</tr>
<tr>
<td>Pipe &amp; Drape – 8’ – 12’ tall</td>
<td>$ 3.00 per linear foot</td>
<td></td>
</tr>
<tr>
<td>Acrylic Podium</td>
<td>$50 per event</td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone</td>
<td>$50 per event</td>
<td></td>
</tr>
<tr>
<td>Stage</td>
<td>$ 1.00 per square feet</td>
<td></td>
</tr>
<tr>
<td>Floor Cover (Tarp)</td>
<td>$ 200 per event Floor</td>
<td></td>
</tr>
<tr>
<td>Cover (Carpet)</td>
<td>$ 500 per event</td>
<td></td>
</tr>
</tbody>
</table>

*User will pay all operating/labor costs to set-up, remove, and/or operate all equipment that is rented.*