



# DEFIANCE COLLEGE CONFERENCES & EVENTS HANDBOOK



*For External Use Only*

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## ◆ EVENT MANAGEMENT AT DEFIANCE COLLEGE



DC is your all-inclusive event partner. In addition to our many rentable banquet rooms and meeting spaces, we are here to help you with all of your needs for every type of occasion. Whether you are looking for a place to hold your next business meeting, or planning that special celebration, the Defiance College campus offers excellent gathering places to meet your needs and budget. From audio visual equipment and teleconferencing to catering, room set-ups, we are your one stop shop!

Businesses, organizations, and individuals may rent space for:

- Conferences and retreats
- Luncheons/dinners
- Bridal showers
- Anniversaries
- Overnight & Day Camps
- Wedding Ceremony & Receptions
- Graduation parties
- Reunions
- Athletic Spaces
- & more

## HOW WE PARTNER WITH YOU

Defiance College wants all hosted events on campus to be a success! Please contact us on all aspects of your event planning with the Director of Conferences & Event Management to help ensure a successful event.

## ◆ SECURING AN EVENT

### REQUEST EVENT FORM

Visit our website at [defiance.edu](http://defiance.edu) or contact us to begin your booking request.

*Director of Conferences & Event Management*

419.783.2585

events@defiance.edu

### Contract

Sign and confirm contract details with the Director of Conferences & Event Management.

### Deposit

Secure your reservation by paying the deposit amount outlined in the contract.

## DEPOSIT AND INVOICING

A nonrefundable deposit of 20% of your rental estimate is required 14 days after receipt of the contract to hold the requested date. An invoice will be sent prior to the event, and the remaining payment will be due at least five days prior to the event. The deposit fee will be deducted from the invoice. Failure to pay in full will result in a cancellation of contract. Payments can be made online or via check. If a check is returned, a \$35.00 fee will be assessed.

## CERTIFICATE OF LIABILITY

A certificate of general public liability insurance for \$1,000,000 (\$2,000,000 for events involving alcohol) that names Defiance College as an additional insured for the date(s) of the event(s) is required. A copy of this certificate must be provided to the college with the signed contract and deposit. Please check with your insurance provider for more information and possible costs, or visit [www.WedSafe.com](http://www.WedSafe.com) for more insurance information.

## SALES TAX

6.75% County Sales Tax will be added to the final invoice. If tax exempt, you must provide tax exempt number in your reservation request and/or in the final draft of the event contract.

## NON-PROFIT STATUS

All Non-Profits will receive a 15% discount on the room rate and should provide documentation proving non-profit status.

## CATERING SERVICES

Clients that need any food/beverages for events on campus are required to use the Defiance College Dining Services/Catering Services. Catering service at Defiance College is provided by Hallmark Inc. and Affiliates.

The Defiance College Dining Service offers breakfasts, luncheons, and dinners that can be scheduled along with any event. Hallmark features an extensive menu of both casual and formal dining options, including picnics, boxed meals, cafeteria style, buffets, and plate waited selections. Hallmark showcases a renowned bakery, which provides specialty cakes, pastries, and desserts.

When using catering services, a final guest count must be submitted at least 2 weeks prior to the event. The final catering bill will reflect this number or the actual number of guests served, whichever is greater. The removal of any food, serving utensils, or supplies at the conclusion of an event is prohibited. Please see [our conferences website](#) for menu options.





## HOUSING

Defiance College's campus residences offer comfortable living spaces for use with events. Guests of DC have the option to stay in one of our halls - McReynolds or Whitney Hall.

McReynolds and Whitney Hall entrance doors remain locked 24 hours a day and 7 days a week. All guests will need a guest ID card to gain access to their hall. The guest ID cards are issued by the Director of Conferences & Event Management.

Evening and overnight hour security rounds are performed by professional security officers.

Room options include single or double occupancy. Air conditioned rooms are available, as well as the ability to bring small AC units. Linen rental options are also available.

## SUMMER CAMPS

Defiance College is well equipped to accommodate band camps, academic camps, athletic camps or camps with other focuses. Defiance College provides various venues, meeting rooms, class rooms, housing and food service to accommodate camp needs. Please contact The Director of Conferences & Event Management at (419) 783-2585 for a quote.

## PARKING & CAMPUS MAP

Parking Permits are required when parking in campus lots. Please see map provided for optimal parking areas. Parking permits are not required weekdays after 4 p.m.; Saturday or Sunday; during campus breaks; or after spring semester ends in May and before fall semester begins in August.

Permits will be issued by Director of Conferences & Event Management for necessary events and a copy of the Campus Map below will be provided.



- |   |  |
|---|--|
| 1. Defiance Hall                                | 16. Alumni Football Field                        |
| 2. Schaufler Hall                               | 17. Craig A. Rutter Field                        |
| 3. Mikula-Frey STEM Research Hub & Greenhouse   | 18. St. John's UCC                               |
| 4. Tenzer Hall                                  | 19. Karl H. Weaner Community Center              |
| 5. Carma J. Rowe Science Hall                   | 20. McMaster Center                              |
| 6. Hubbard Hall/McCann Center                   | 21. E. Stevens Dix Tennis Facility               |
| 7. Serrick Campus Center                        | 22. Football Practice Fields                     |
| 8. Dana Hall                                    | 23. Matthew Winsper-Knobel Memorial Soccer Field |
| 9. Schomburg Auditorium                         | 24. Soccer Practice Field                        |
| 10. Art Center / Women's Commission Art Gallery | 25. Sal Hench Softball Field                     |
| 11. Pilgrim Library                             | 26. Maintenance Department                       |
| 12. McReynolds Hall                             | 27. President's Home                             |
| 13. Whitney Hall                                | 28. Visitor Parking                              |
| 14. Jacket Suites                               | 29. George M. Smart Athletic Center              |
| 15. Justin F. Coressel Stadium                  |  |



## **DEFIANCE COLLEGE VALUES**

Defiance College reserves the right to deny access or use of College facilities on the basis of conflict with the values of the College and its mission. Final decisions regarding group rental/use of the College grounds and facilities will be determined by the College President or his/her designee.

## **FREE SPEECH POLICY**

Defiance College supports every individual's right to freedom of expression consistent with the forum (area of campus) in which the expression is made. The College also recognizes the importance of fostering a culture of tolerance and civility that is a cornerstone for the accomplishment of its educational goals.

Expression that is severe, persistent, and objectively offensive, that is directed toward an individual based upon that individual's protected status (e.g., sex/gender, race, ethnicity, national origin, disability or age) and has the effect of limiting or denying educational or employment access, benefits or opportunities is not a protected form of speech or expression, and can form the basis of a violation of the campus harassment, bullying or discrimination policies. Other limitations on free speech include: endangering someone or threatening them; inciting violence; using "fighting words" directed at an individual or group that directly provoke violence; defamation; obscenity; and expression that has a discriminatory effect such that it limits or denies someone's educational or employment access, benefits and/or opportunities.





## ◆ DEFIANCE COLLEGE POLICIES FOR EVENTS



### TOBACCO-FREE CAMPUS

In order to encourage wellness and enhance a healthier environment, smoking and the use of tobacco products are prohibited on campus. Tobacco products include chewing tobacco, e-cigarettes, and vapor devices. Smoking is only allowed in parking lots and trash must be disposed of properly.

### WEAPONS

Possession, storage, or use of unauthorized firearms, explosives (including fireworks), flammable materials (including lighter fluid), dangerous chemicals or other weapons (including but not limited to hunting knives, bows and arrows, martial arts weaponry, pellet/paint ball guns, sling shots) is prohibited on campus property.

### ANIMAL POLICY

Animals, with the exception of those that provide assistance (e.g. seeing-eye dogs), are not permitted on campus except as permitted by law.

### CANCELLATION POLICY

*If a program needs to cancel the following cancellation policy will be upheld.*

- **Cancellation prior to 48 hours of the event results in a 50% refund of your final payment.**
- Should the program need to reschedule, the deposit will be applied to a future date if the program is rescheduled within the same calendar year, pending availability of the venue.

The College reserves the right to cancel a reservation in the event of inclement weather and safety concerns. If the College closes (ex. weather, COVID) and the event is cancelled, no charges will apply, including refund of the deposit.

## **GUEST SPEAKER POLICY**

It is the policy of the campus to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues that concern our community, provided that the views expressed are stated openly and are subject to critical evaluation.

**External Guests who wish to use Defiance College facilities to host a speaker must comply with the following provisions:**

- Proper arrangements for the use of college facilities must be made, consistent with institutional policy.
- It must be clear that the organizing group, not the College, is extending the invitation and that any views the speaker may express are his or her own and not those of the College.
- The organizing group must take whatever steps are necessary to ensure that the meeting is conducted in an orderly manner. This may necessitate consultation with campus security and/or hiring of outside security. Costs of outside security must be paid by the organization.
- The organizing group must comply with any and all conditions for the orderly and scholarly conduct of the meeting.

*In the rare occurrence where a speaker or individual might create a public safety concern, or use the College as a platform to denigrate the identity or mission of the institution, the College reserves the right to reschedule, relocate, or cancel the event. Any invitation to a non-DC speaker may be rescinded by the College administration if it is determined that hosting the proposed speaker will constitute a clear and present disruption to the orderly operation or peaceful conduct of campus activities.*



## SOLICITATION/PROSELYTIZING

Soliciting students on campus is not permitted without prior written approval. Any non-affiliate fundraising, membership/participant drives, recruitment, or product sales must first contact the Director of Conferences and Event Management for approval.

## DECORATIONS AND LINENS

Defiance College does not provide decorations or decorating services. Guests may use temporary decorations as long as these decorations do not cause damage to structure or landscaping. No open flames permitted. No confetti, paper confetti, plastic confetti, streamers, rice, or bird seed permitted. Clients are responsible for removing all personal belongings and decorations. Repair costs will be charged to the clients.

Black table linens are provided during the reservation process at no additional cost. Other colored linens will incur an additional cost.



## ADVERTISING FOR EVENTS

Non Defiance College affiliated groups using campus facilities may not use the Defiance College logo, Yellow Jacket, or other working/symbols that would imply support, endorsement, or connection with the College.

### Unauthorized Signage

*Defiance College reserves the right to remove any decorations or forms of advertising from unauthorized places on campus. Any damage resulting in the the unauthorized placement of signage will be charged to the responsible party.*

Individuals or groups are responsible for displaying and removing signage at the conclusion of the event. Signs remaining after the event will be discarded by Defiance College.

### Chalk Drawings

Chalk, when used on campus, must be latex based and designed for easy removal. Chalk is to be used with the intention of directing guests to the event location(s). Chalk drawings / writings may only be done on horizontal concrete surfaces that can be easily washed. Vertical surfaces, such as walls, steps, benches, etc. may not be used for chalk. Groups/businesses are responsible for washing off the chalk at the conclusion of the event. Permission for chalk inscriptions must be approved by the Director of Conferences & Event Management.



## ALCOHOL POLICY

Alcohol can be served during events on campus. It is the responsibility of the party requesting alcohol to purchase the beverages and deliver them to the campus catering service for serving. Catering service employees will handle all serving of beverages (an outside bartender is not permitted).

**As a reminder, the legal possession and consumption of alcoholic beverages on campus is allowed subject to the following conditions:**

- **Possession and consumption of alcohol by person under the age of 21 is NOT permitted by Ohio Law or Defiance College policy.**
- Events may serve beer and wine. If other alcoholic beverages are to be provided, they must be made available from a third-party vendor.
- No open containers of alcohol (bottles, cans, cups or glasses) are permitted outside of rented facility including on the campus grounds.
- No large quantity or common source containers of alcohol, including beer kegs or party balls, are permitted on campus.
- Events serving alcohol require security at a rate of \$60/hr.

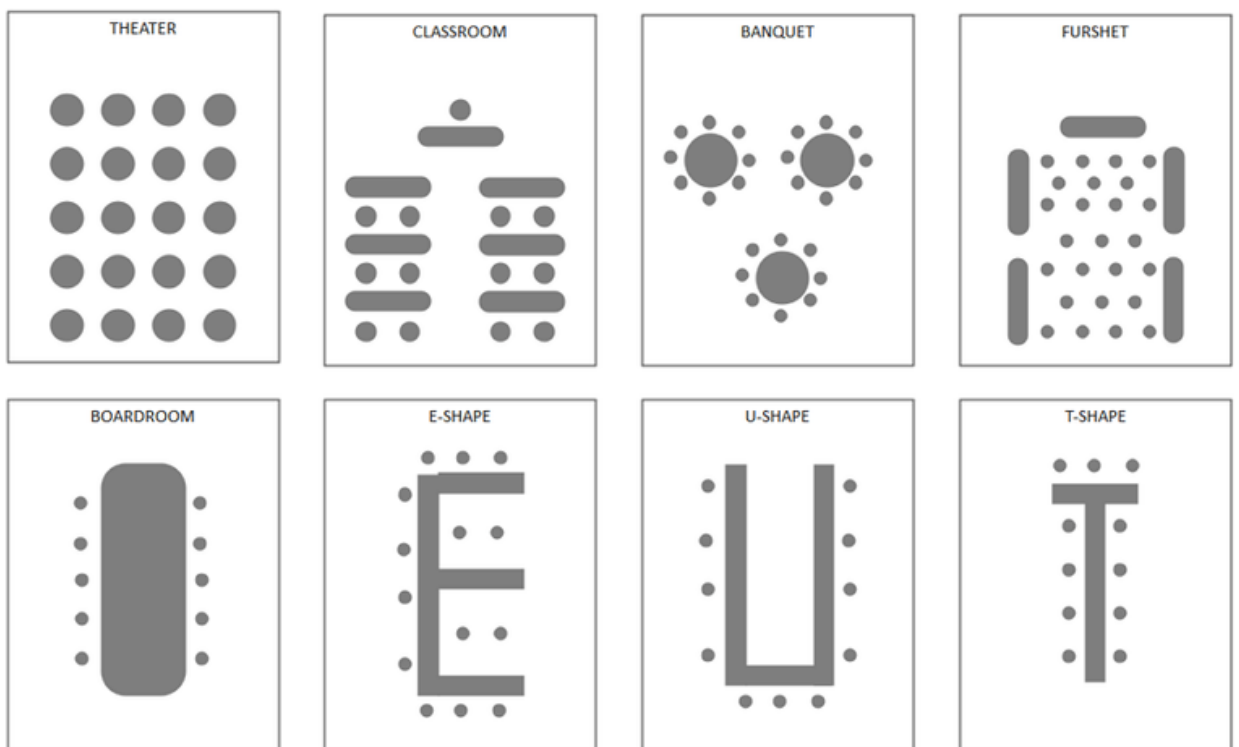
## ◆ FACILITY RENTAL & SEATING OPTIONS

### Rental Information

- Rentals are determined on a half/full day basis unless otherwise noted.
- Half Day = 5 hours or less
- Full Day = 6+ hours
- Additional Hours will incur a per hour fee.
- Events must be concluded by 12:00AM (midnight)
- Events are generally held between the hours of 7am-Midnight.

### Facility and Seating Choices

#### Seating Styles

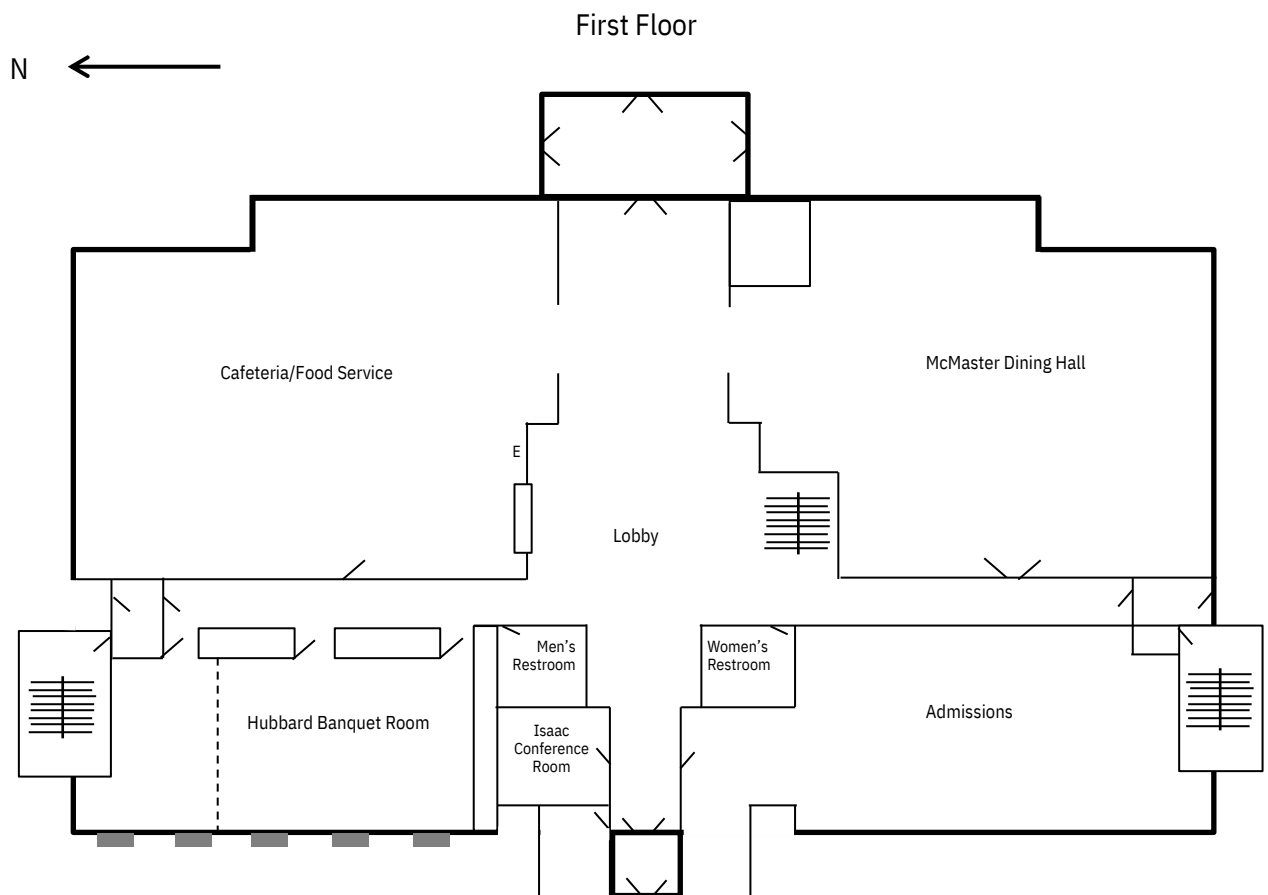


## ◆ FACILITY RENTAL & SEATING OPTIONS

### Serrick Campus Center | First Floor

The first floor of the Serrick Campus Center is best equipped to host large gatherings such as banquets, luncheons, award ceremonies, conferences, seminars, and much more. Prices may vary depending on what tech package is selected. Each room in Serrick comes equipped with a laptop, microphone, and projector at no extra cost.

Room	Seating Capacity				
	Conference Square	Classroom	Banquet	U-Shape	Theatre
Hubbard Banquet Room	60	50	96	60	130
--Large Side	30	30	40	30	60
--Small Side	12	12	2	-	10
McMaster Dining Hall	-	-	150	-	-

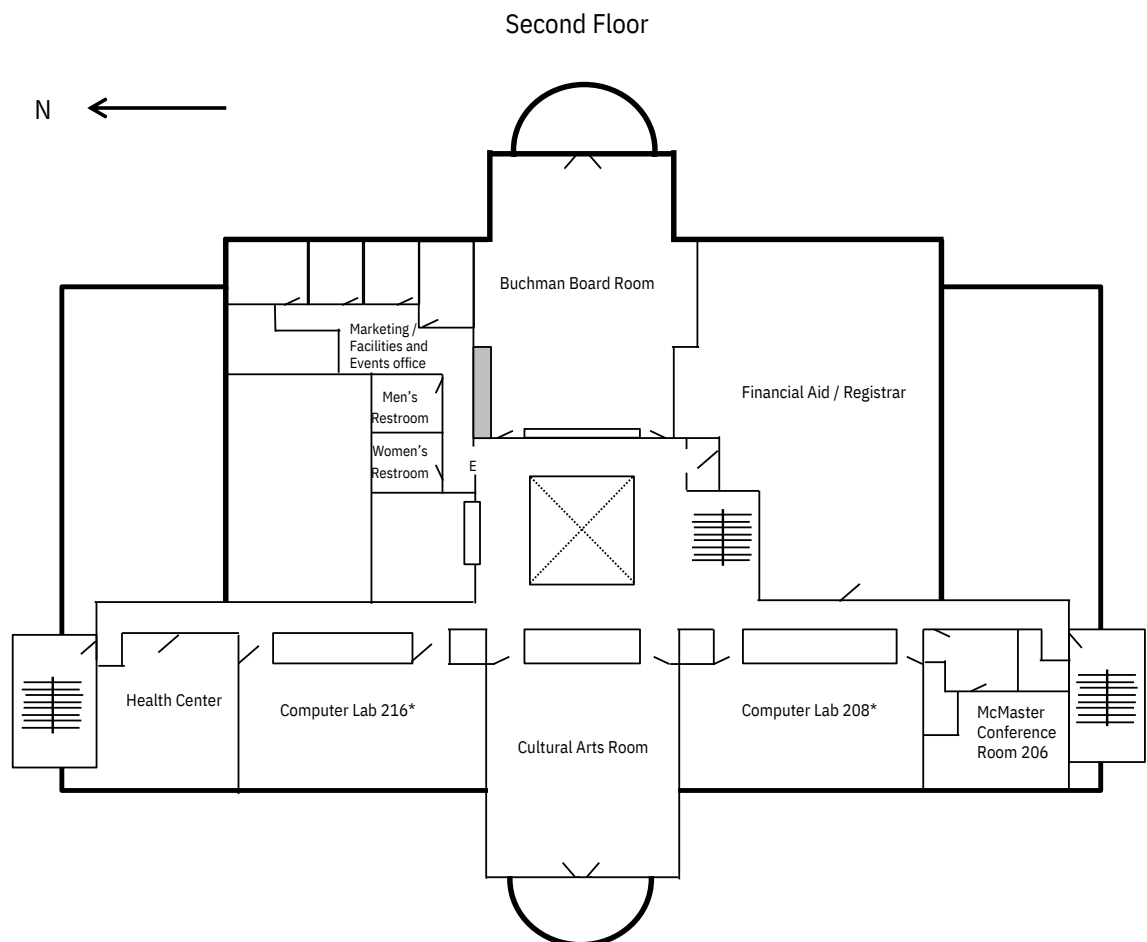


## ◆ FACILITY RENTAL & SEATING OPTIONS

### Serrick Campus Center | Second Floor

The second floor of the Serrick Campus Center is well-equipped to host gatherings such as business meetings, conferences, staff training, and much more. Prices may vary depending on what tech package is selected. Each room in Serrick comes equipped with a laptop, microphone, and projector at no extra cost.

Room	Seating Capacity				
	Conference Square	Classroom	Banquet	U-Shape	Theatre
Cultural Arts Room	12	24	30	16	40
Buchman Board Room	16	24	30	24	60
Computer Lab 208	-	25	-	-	-
Computer Lab 216	--	18	-	-	-



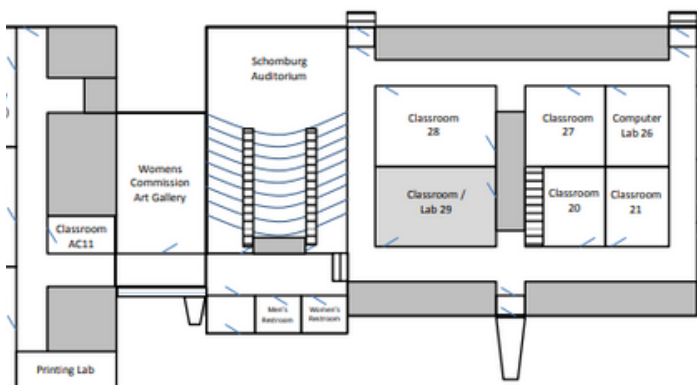


## ◆ FACILITY RENTAL & SEATING OPTIONS

### Dana Hall

Dana Hall offers a variety of options and can accommodate any gathering your organization is looking for. It offers a number of classrooms for smaller meetings; Schomburg Auditorium is perfect for seminars and other large gatherings, and the Art Gallery hosts a wide array of academic and community programs, events, & exhibitions.

Room	Seating Capacity				
	Conference Square	Classroom	Banquet	U-Shape	Theatre
Schomburg Auditorium	-	-	-	-	307
Classrooms	-	16-42	-	-	-
Women's Commission Art Gallery	-	-	24-30	-	30-40



## ◆ FACILITY RENTAL & SEATING OPTIONS

### Schauffler Hall

Schauffler Hall is extremely versatile in how it can fit the needs of your group. Ford Chapel is available for small, intimate wedding ceremonies, and Schauffler also has plenty of classrooms to house bridal parties. The rest of Schauffler Hall offers various sizes of rehearsal space, including practice rooms for instrumental & vocal ensembles.

Room	Seating Capacity				
	Conference Square	Classroom	Banquet	U-Shape	Theatre
Ford Chapel	-	-	-	-	50
Classroom	-	16-42	-	-	-

### Tenzer / Rowe

The Tenzer and Rowe classroom buildings are home of nearly all of Defiance College's STEM classrooms and labs. Contact the Director of Conferences and Event Management for more information on each individual classroom.

Room	Seating Capacity				
	Conference Square	Classroom	Banquet	U-Shape	Theatre
Classroom	-	16-42	-	-	-



## ◆ FACILITY RENTAL & SEATING OPTIONS

### Residence Halls

Participating in a Summer Camp at Defiance College? Having an overnight event? McReynolds or Whitney Hall are the perfect spaces to house your group. Perfect for simple housing and team bonding, the residence halls are conveniently located for any multi-day event.

Building	Maximum Capacity
McReynolds/Whitney	228
Air Conditioning	12
Linens	
Lost Key	
Lost Access Card	

Required: 1 Adult for every 20 minors



## ◆ FACILITY RENTAL & SEATING OPTIONS

### Campus Green Spaces

Defiance College has plenty of beautiful green spaces for any party you plan on throwing. Birthday parties, graduation parties, family reunions, banquets, etc. can all be accommodated by our campus. Either the Serrick Center Quad, or the Fountain Side Green Space are perfect for summer fun. Tents, chairs, and other necessities are also available for rent.

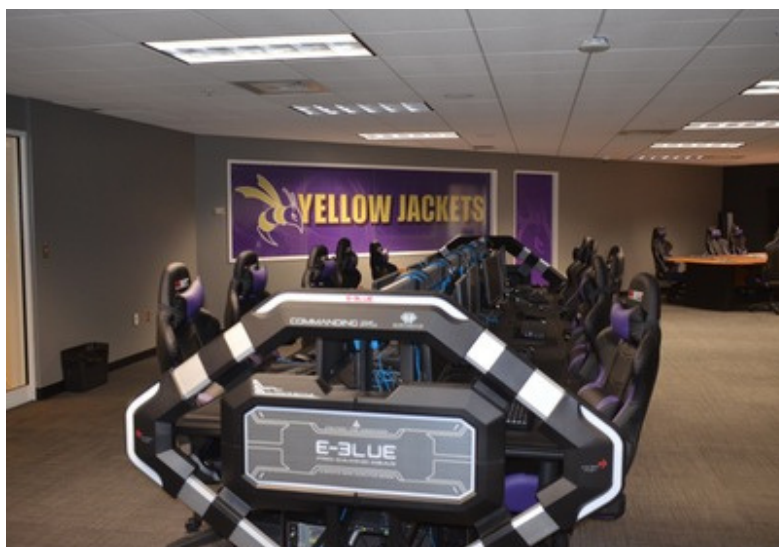


## ◆ FACILITY RENTAL & SEATING OPTIONS

### eSports Arena

The eSports Arena is a state-of-the-art facility located in the basement of the Pilgrim Library. Designed to provide our athletes with a competitive eSports Arena, this space is also available to rent. Perfect for birthday parties, friendly get-togethers, or competitive tournaments, this space can be used by anyone. Food and drink must be consumed prior to entering the facility, as it is not permitted in the Arena.

Room	Seating Capacity	
	Gaming Set-ups	Entire Arena
Classroom	10	12-20



## ◆ FACILITY RENTAL & SEATING OPTIONS

### George M. Smart Athletic Center

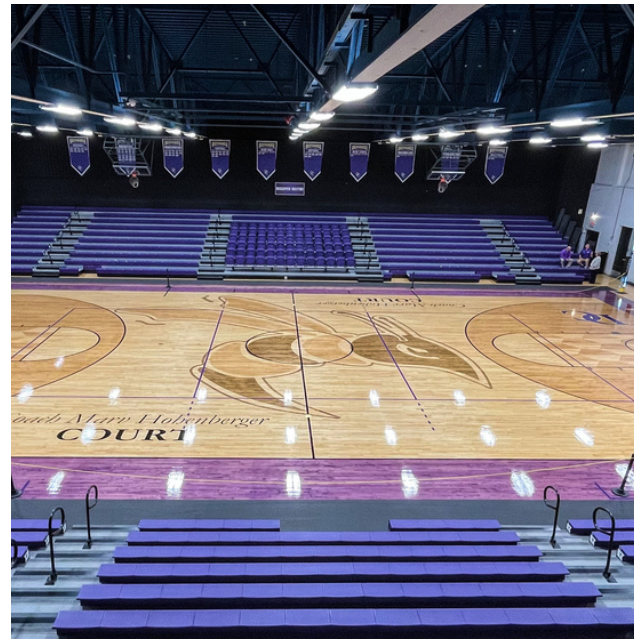
Opened in 2012, the Smart Center is equipped to accommodate multiple sporting events - practices, games, meets, and tournaments. With three basketball and four tennis courts, the Smart Center is able to host practices, scrimmages, team camps, and tournaments all year round. The indoor track has hosted four Conference Championships and is well-equipped to host your practices and meets. Batting cages are also available to accommodate indoor practices. Pickleball will also be offered beginning January of 2024.



## ◆ FACILITY RENTAL & SEATING OPTIONS

### Karl H. Weaner Community Center

The Weaner Center can be the home to all practices, camps, scrimmages, and games for youth, junior high, high school, and club organizations. Prepare your team to take the next step with a multi-day camp or a one-off practice at college-level facilities!



### Practice Fields

Defiance College practice fields are made available to marching bands, athletic teams, or youth camps looking for a day of preparation on a college campus. Both lined and unlined fields are available.

## ◆ FACILITY RENTAL & SEATING OPTIONS

### Justin F. Coressel Stadium

Justin F. Coressel Stadium is a multi-sport stadium equipped to handle any of your Football or Track and Field needs. Practices, team camps, youth camps, scrimmages, meets, tournaments, etc. can all be hosted at this stadium with a capacity of 4,000 fans. With a turf field, newly renovated locker rooms, and a team meeting facility, Coressel stadium is your place to prepare, practice, and play.





## ◆ FACILITY RENTAL & SEATING OPTIONS

### Outdoor Athletic Spaces

Other athletic venues are available to rent, as well! Baseball, softball, soccer, and tennis facilities are ready for use by outside organizations. All groups are welcome to come try out Defiance College's athletic venues and step up their game.



## ◆ FACILITY RENTAL & SEATING OPTIONS



### Miscellaneous Equipment Rental

Classrooms and conference rooms can be equipped with audio/visual equipment in the Basic Tech Package. The Basic Tech Package includes a laptop, microphone, and projector free of charge. Applicable charges apply for use of *additional* equipment listed below. A disc jockey or band must be secured by the guest(s) reserving the space.

TV	\$30
DVD Player	\$25
Microphone	\$25
Outdoor PA System	\$100
Laptop	\$40
Piano (Hubbard, Schomburg, & Ford Chapel)	\$50
Staff Monitoring for A/V during event	\$25/hr
Pipe & Drape	TBD
Tent	\$100
Chair Covers	\$1.00/Chair
Portable Bleachers	\$25