# West Liberty University

# Homecoming October 15, 2016

# TENT/TABLE POLICY

Organizations or departments that wish to set up a tent or reserve a table at this year’s Homecoming must adhere to the following policies set forth by the University.

1. If you plan to have a tent and/or table, please call Tim Taylor at General Rental at (740) 765-4575. They will provide discounted rates. Deadline to reserve tents, tables, and chairs is Friday, September 30, 2016. A deposit and/or credit card information may be required at time of reservation.
2. Organizations may also use another rental company or provide your own personal items. The use of General Rental is not mandatory. The largest tent permitted is 20’ x 30’.
3. Tents are only permitted inside the designated area, in the lower parking lot and behind the ASRC in the Myers Maintenance parking lot. A designated spot will be assigned to each person/organization. If your organization is interested in selling product(s) as a fundraiser, you must first complete a “Fund Raising Activity Proposal” and receive authorization from the Office of Institutional Advancement in Shaw Hall.
4. Any participant interested in setting up a tent or reserving a table under the Alumni tent must complete the **Homecoming Participation Application.** The form is available online at: westliberty.edu/alumni, just click on the Homecoming link.

Tent/table sizes and prices are as follows, per General Rental:

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| --- | --- | --- | --- |
| **TENT SIZE** | COST (\**Includes a nominal*  *damage waiver)* | **STANDING ROOM CAPACITY** | **CAPACITY WITH**  **TABLES & CHAIRS** |
| 10 x 10 | $155 | 15 | 8 |
| 20 x 20 | $295 | 80 | 50 |
| 20 x 30 | $385 | 120 | 75 |
| 8 foot table | $8.00 each |  |  |
| Folding chairs | $1.10 each  *(black plastic)* |  |  |

1. The tent rental company will put up the tents by Friday, October 14, 2016 and take them down on Monday, October 17, 2016. Organizations or departments will have access to their tent/table on Saturday, October 15 from 9:00 a.m. until 4:00 p.m. Any personal belongings or trash must be removed from the tent by 5:00 p.m. on October 15.
2. \*Damage or lost item waiver – an additional charge has been added to all rentals to cover required damage insurance. A replacement fee will be assessed for any lost item.
3. Cancellation policy - the tent rental company must have at least 24 hours notice of cancellation.
4. **In compliance with West Virginia State law, persons under the age of 21 are forbidden to consume alcohol in any area on campus**. A valid drivers license is required as proof of age. Consumption on campus will be permitted **only** in designated areas. Legal beverages are permitted in the Alumni tent and designated areas, as long as they are in a plastic cup or aluminum can. University policy prohibits the possession of glass bottles and kegs. Individuals who willingly bring or consume alcohol on campus will assume the responsibility of their own actions. Law enforcement officials are prepared to enforce this policy if necessary.

* **You must comply with these rules and regulations even if you decide to provide your own tent or table. The Alumni Office will assign a designated spot.**
* **If you are only requesting a table(s), space will be reserved for your group under the Alumni tent on a first-come, first-served basis. Space is limited. You are responsible for covering your table.**

For more information or any questions, please contact Ron Witt in the Alumni Office at campus extension 8844 or (304) 336-8844 or email [wittron@westliberty.edu](mailto:wittron@westliberty.edu).

***Your participation and cooperation is greatly appreciated.***

***Revised 8/2016***