



THE STEPHEN OLDFORD CENTER
AT UNION UNIVERSITY
CONFERENCE AND RETREAT MINISTRY

FACILITY USAGE POLICIES

- All events are to be scheduled through the event coordinator at the Stephen Olford Center.
- The Director of Operations at the Stephen Olford Center needs to be notified at least two weeks in advance of menu choices. Other arrangements needing to be made such as sound equipment or video equipment needs, special room set ups, personnel needs, etc. , also need to be communicated in advance. **Once you have given the specifications for your room set up, no changes will be made. If you need to make changes to the room set up, you will be responsible for making those changes.** Please obtain permission before making changes. If you ask our staff to make changes, you will be charged a service charge of \$50.
- If arrangements are not made in a timely manner, we cannot guarantee to meet all your requirements.
- All events are scheduled on a first-come first-served basis. We will do our best to accommodate the needs of each individual group.
- All outside groups must agree to the Union University Statement of faith and as provided by the Director of Operations.
- The Director of Operations must approve your event. This document does not approve the event. Once approved or disapproved you will be notified.
- A \$500 deposit is required to secure your date. This deposit will be credited toward your total bill. Deposits are not refundable but may be applied to another date. Other events may be occurring simultaneously with your event. SOCUU reserves the right to schedule events accordingly.
- **A \$2000 minimum charge is in effect for all weekend events.**
- The “Hold Harmless Agreement” must be completed and this Conditional Facilities Agreement (pages 2-3) returned to the coordinator’s office before your event can be considered for approval.



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CONDITIONAL FACILITIES AGREEMENT

Name of Organization _____

Event Date(s) _____

Type of Event _____ # Participants _____

Beginning Date/Time _____ Ending Date/Time _____

Contact Person _____

Address _____

Home Phone _____ Work phone _____ Cell phone _____

E-mail Address _____

Facilities Needed: Bethany Chapel _____ Welcome Center Chapel _____
 Emmaus Lodge _____ Terrace _____ Board Room _____

Will guest rooms be needed? _____ If yes, approx. how many? _____

Equipment Required: Podium microphone: _____ Overhead projector (extra charge): _____
 Projector Screen: _____ White erase board: _____ TV/VCR: _____ Other: _____

Meals and/or drinks required? (See menus to make selections) _____

Deposit paid? _____ Date _____

Hold Harmless Agreement between The Stephen Olford Center at Union University and

We, the User _____, agree to indemnify and hold harmless The Stephen Olford Center at Union University of any and all claims arising from the use of the Stephen Olford Center at Union University facilities.

Signature of authorized representative: _____

Print name of authorized representative: _____

Date: _____

Signature of University representative: _____

Print name of University representative: _____



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POLICIES AND PROCEDURES

1. The facilities exist to glorify God and advance the mission of Union University. Therefore, all groups must agree to the Union University Statement of Faith and Code of Conduct.
2. The University has the right to terminate an event at any time if there is anything objectionable taking place. The University does not at any time relinquish control.
3. Unless otherwise agreed upon, exclusive rights to the entire facility are not given.
4. The Stephen Olford Center maintains the right to show a brief video and give a brief overview of the facility and the usage thereof to all groups using the facility for outside events.
5. The University does not warrant that the facility will be available at all times due to unforeseen circumstances.
6. Food and drinks are only allowed in certain areas and require specific approval for your assigned area.
7. Event participants are not allowed to move anything on the platform for any reason. Arrangements must be made prior to the event for maintenance staff to perform this function.
8. Decorations must be specifically approved as to the type and location. All decorations must be removed immediately following the event.
9. The Administrative or Maintenance Departments must be notified of any carpet stains, breakage, or damage of any sort.
10. The event user assumes liability for damage to property and furnishings as a result of their usage of the facility. The SOC reserves the right to retain a deposit if significant damage has been done to the property.
11. All functions should be terminated on time per the approved schedule.
12. Use of instruments, sound equipment, or anything creating significant noise volumes must be pre-approved to avoid conflicts with other events.
13. The University does not assume any responsibility for material stored on the site that is the property of others.
14. Nothing shall be sold on university property unless pre-approved and authorized.
15. The uses of pornography as defined by the viewing, possession, purchase, or distribution of any pornographic materials in any form (magazines, photos, CD ROM, games, computer games, Web sites, etc.) is strictly prohibited on campus.



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16. The possession, use, purchase, or distribution of alcoholic beverages and/or illegal drugs is prohibited on campus.
17. Union University prohibits dancing at any Union University sponsored event held on campus.
18. Union University is a smoke-free campus and smoking is not permitted.
19. Gambling is prohibited on campus.
20. Intentional acts of littering, property destruction, unauthorized entry, stealing, and tampering with any equipment violates the values of Union University and are strictly prohibited on campus.
21. Possession of firearms or weapons is prohibited.
22. Misuse of email/network is prohibited.

We have read and agree to adhere to the above policies and procedures of the Stephen Olford Center at Union University.

_____ (Authorized representative(s) of organization)

_____ Date: _____



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UNION UNIVERSITY STATEMENT OF FAITH

1. **The Scriptures.** The Scriptures of the Old and New Testament were given by inspiration of God and are the only sufficient, certain and authoritative rule of all saving knowledge, faith, and obedience.
2. **God.** There is but one God, the Maker, Preserver and Ruler of all things, having in and of Himself, all perfections, being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience. He exists eternally in three persons: Father, Son, and Holy Spirit each with distinct personal attributes, but without division of nature, essence or being. God ordains or permits all things that come to pass, and perpetually upholds, directs and governs all creatures and all events; yet so as not to destroy the free will and responsibility of intelligent creatures.
3. **Humankind.** God originally created humankind in His image, and free from sin; but through the temptation of Satan, they transgressed the command of God, and fell from their original righteousness, whereby all humans have inherited a sinful nature that is opposed to God, and are thus under condemnation. As soon as they are capable of moral action, they become actual transgressors.
4. **Jesus Christ.** The second person of the Trinity is the eternal Son of God. In his incarnation, Jesus Christ was conceived by the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature, yet without sin. He honored the divine law by His personal obedience, and by His substitutionary death on the cross He made provision for our redemption from sin. He was buried and rose again the third day, and ascended to His Father, at whose right hand He lives to make intercession for His people. He is the only Mediator, the Prophet, Priest and King of the Church, and Sovereign of the universe.
5. **Holy Spirit.** The Holy Spirit is the Spirit of God, fully divine, who exalts Jesus Christ. The Spirit convicts men and women of sin, of righteousness, and judgment, enabling them to understand the truth. He calls men and women to the Savior, and brings about regeneration, which is a renewal of heart and nature.
6. **Salvation.** Salvation involves the redemption of the whole person, and is offered freely to all who believe in Jesus Christ as Lord and Savior; accepting and trusting in Him alone for justification and eternal life. Justification is God's gracious declaration of righteousness of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made. Believers are also sanctified by God's Word and Spirit dwelling in them. Sanctification is the process of progressing toward moral and spiritual maturity, enabled by the presence and power of the Holy Spirit. Those who are accepted in Christ and sanctified by the Holy Spirit will never totally nor finally fall away from the state of grace, but shall persevere to the end, and be kept by the power of God through faith unto salvation.
7. **The Church.** The Lord Jesus Christ is the Head of the Church, which is composed of all true followers of Christ, and in Him is, invested supremely all power for its government. Christians are to associate themselves with local churches; and to each church is given the authority to administer order, to carry out ministry, to worship, and to practice discipline.
8. **Last Things.** The bodies of humans after death return to dust, but their spirits return immediately to God— the righteous to rest with Him; the wicked to be reserved under darkness to the judgment. God in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth. At the last day, the bodies of all the dead, both just and unjust, will be raised. God has appointed a day, when He will judge the world by



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Jesus Christ, when all people shall receive according to their deeds; the wicked shall go into everlasting punishment; the righteous, into everlasting life.

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www.uu.edu/centers/olford