

SCHEDULING & BOOKING GUIDELINES

The Velma V. Morrison Center Main Hall shall be scheduled in accordance with the following policies.

Booking Cycle

A typical booking cycle consists of the following steps and timeline:

- Contact the Morrison Center and place a tentative hold for an available date
- An **Event Hold Request** form will be sent to you
- Within 1 week, submit the completed **Event Hold Request** to secure the hold
- Within 6 weeks, negotiate and execute a **License Agreement** to contract the date.

Placing A Hold

Contact Brian Thacker at 208-426-4111, to discuss your event and availability of the space. Pending availability, technical equipment and staffing requirements, and in consultation with the Center's Executive Director, dates are entered into the venue calendar as a tentative hold for a courtesy period of one (1) week.

The Center retains certain dates for general facility maintenance, as well as its own presentations, which may not be available for booking. Official University holidays are not available except by special permission of the Executive Director. Special labor rates may apply.

Challenging A Hold

The following protocol is observed in the event another party opts to challenge the holder of a specific date: 1) The first holder is notified of the challenge and given the opportunity to secure the date by signing a **License Agreement** and making payment of a **Deposit** within two (2) business days; 2) If the challenge is met by the first holder and the **Deposit** paid, no further action can be taken; 3) If the challenge is not met by the first holder, the other party must immediately execute a **License Agreement** and pay the **Deposit** in an amount designated by the Executive Director.

Permit Application

First time users (BSU and State agencies exempt) are required to complete a **Permit Application** establishing financial solvency and degree of promotional experience prior to entering into negotiation of a **License Agreement**.

Deposit

All users are required to submit a **Deposit**. The amount is determined at the discretion of the Executive Director on a per event basis. The **Deposit** must accompany the returning **License Agreement**.

Insurance

A **Certificate Of Insurance** for a policy of public liability insurance, issued by a rated insurance company, including the minimum amounts and additional named insureds as specified in the **License Agreement**, must be submitted within thirty (30) days prior to the event.

Non-Profit Status

Non-profit organizations will be required to furnish evidence of 501(c) (3) status with the signed **License Agreement**.