

JOHN A. LOGAN COLLEGE

GUIDELINES FOR EVENT SCHEDULING AND USE OF CONFERENCE CENTER FACILITIES

1. Timelines:

- a. An event may be scheduled no more than six months in advance.
- b. Complete setup information should be provided to the Scheduling Office, ext. 8343 no later than three weeks prior to the event.
- c. Setup changes or additional media requests must be made no later than three days before the event.
- d. A cancellation fee may apply if an event is cancelled with less than 30 days formal notice.

2. Room Availability:

- a. John A. Logan College has four identical conference rooms available.
- b. Each conference room rents for \$250 each and will accommodate 64 people.
- c. Two rooms may be joined into one larger room, and will accommodate approximately 160.
- d. Rooms may also be opened into one large banquet room which will accommodate a maximum of 440.

3. Food Service:

- a. John A. Logan College has an exclusive contract with Chartwell's Restaurant, L.P. All food must be provided through them. To make menu arrangements, the Food Service Director may be reached at (618)985-2828, ext. 8335. You may also access the Food Service Menu at our website www.jalc.edu under Scheduling.
- b. Room charges may be waived if the Food Service bill equals or surpasses the normal room rental charge.

4. Special Accommodations:

- a. If a dj is engaged for the event, a dance floor fee is required and will incur an additional charge of \$150.
- b. A stage may be requested, and if available, will require an additional \$150 setup fee.
- c. Alcohol may be served, according to College Guidelines. As for a copy of the "Alcohol Policy."
- d. Under no circumstances, are open flames to be used for any event in the conference center. Candles may be allowed, if flame is enclosed by a hurricane (glass) cover. In addition, no decorations, etc. may be taped, glued, nailed or pinned to an conference center wall or taped to any painted or varnished surface in the conference center hallway. The use of glitter is also prohibited.