



# GENERAL PRICING AND FACILITY INFORMATION

Effective July 1, 2019

[DixonUniversityCenter.org](http://DixonUniversityCenter.org)

## HOURS OF OPERATION

The Dixon University Center facilities are available for use during the following hours:

	Earliest Starting Time	Latest Ending Time
Monday-Thursday	7:00 a.m.	10:00 p.m.
Friday-Saturday	8:00 a.m.	10:30 p.m.
Sunday	8:00 a.m.	10:00 p.m.

Buildings will be unlocked a half hour prior to the earliest start time and locked a half hour following the latest end time.

Use of facilities at times other than those listed above is at the discretion of the State System based on availability of staff, and budget and security considerations. Additional fees may be required for facility usage outside of normal operation hours.

Dixon University Center is closed on all official holidays. Visit <https://www.dixonuniversitycenter.org/contact> for a complete list of dates.

## USE OF ALCOHOL

Alcohol is permitted at Dixon University Center under the following guidelines:

- Alcohol must be purchased by the Client. Client is responsible for delivering alcohol to Dixon University Center one (1) day prior to the event. Previously opened bottles will NOT be served.
- Alcohol must be served by a RAMP server/seller certified bartender provided by the caterer.
- Alcohol will not be served to any individual under 21 years old.
- Alcohol may only be consumed in the location designated for your event.
- Client is not allowed to sell alcohol at any time.
- Liquor Liability Insurance is required and must be purchased through the Dixon University Center's caterer.

## AGREEMENT & CANCELLATION

The Dixon University Center may cancel a meeting and event services agreement at any time by giving the User ten (10) days' written notice. Notice shall be deemed received when deposited into the custody of the U.S. Postal Service by First Class Mail, postage prepaid.

The Dixon University Center may cancel a meeting and event services agreement at any time based on acts of God, including but not limited to hurricanes, flooding, earthquakes, fires, power outages, and the like, as well as any government intervention, staff disputes and strikes, civil disorders, terrorism, or other emergencies. Should the event be canceled through a Force Majeure event, all fees paid to the Dixon University Center will be returned.

Users are encouraged to plan ahead in the event of bad weather, such as snow and ice, where event cancellations happen more frequently.

Meeting room cancellation:

If cancelled at least 48 hours prior to the event	If cancelled within 48 hours of the event
No penalty	35% of the total cost of the event will be charged to the User

For all cancellations, regardless of when made, User will be responsible for all expenses incurred by the Dixon University Center for expenses incurred for scheduling the event.

If the meeting and event services agreement is not completed and returned to the Dixon University Center within 10 days of receipt of the agreement or at least one week prior to the event date, whichever is sooner, the event will be cancelled at Dixon University Center's discretion.

If for any reason a check is returned as cancelled or for insufficient funds, a \$30 fee will be charged.

## SERVICES

### Catering/Food & Beverage

Food and beverage services are to be provided by the designated caterer. More information about catering services can be found by visiting: <https://www.dixonuniversitycenter.org/catering-services> on the DUC website. Users may not provide their own food and beverage services.

Food and beverage services are designed to last a total of 1 ½ to 2 hours. If you need service extended a request must be made through the DUC office. Refreshes will be charged at an additional cost, as outlined in the menus on the DUC website.

Storage containers will not be provided for unconsumed food.

A guaranteed food and beverage count is required at least 72 business hours in advance of the meeting/event. Once that count has been provided it cannot be decreased, but can be increased, within reason, until 8:00 a.m. the day prior to the meeting/event.

Changes in agenda or meeting needs are appreciated at least 48 hours in advance of the meeting/event.

Catering/Food and Beverage Services Cancellation Policy:

- By 9:00 a.m., 48 hours prior to the start of the meeting/event = no charge
- Within 48 hours of the start of the meeting/event = 35% of the total meeting/event contract

Clients are encouraged to plan ahead in the event of bad weather, such as snow and ice, where meeting/event cancellations happen more frequently.

**Catering/Food and Beverage Services Invoices:**

- The designated caterer will bill the user directly for any food and beverage services upon completion of the meeting/event.

**Catering/Food and Beverage Services Payment:**

- Payment for food and beverage services is due to designated caterer within thirty (30) days of receipt of invoice. Any purchase order for food and beverage services should be made directly with the designated caterer.

### Other Services

Item	Cost
Audio Visual Technician (if required to stay in room during event)	\$50.00/hour
Security Guard	\$50.00/hour
Room Set Up Change After Initial Set Complete	50% of Room Rental Cost
Set Up Day	½ of Daily Room Rental
Move Out Day	½ of Daily Room Rental

### Parking

Parking is available throughout the DUC campus. A campus map with all available parking can be viewed here: <https://www.dixonuniversitycenter.org/sites/dixonuniversitycenter.org/files/duc-map.pdf>.

There is no fee for parking at DUC and a pass is not required.

Please make sure all guests are aware that they may use the underground parking garage.

Any vehicles parked in front of residential driveways in the area surrounding DUC will be towed by the City of Harrisburg at the owner's expense.

### Security

Onsite security is provided Monday through Thursday from 5pm until the last guest leaves DUC.

Onsite security is provided Friday, Saturday and Sunday during times that guests are scheduled onsite for academic offerings.

Special events will be required to hire a security guard for a minimum of four (4) hours that includes one hour prior to the event and until the last guest leaves DUC. Costs are outlined above.

## AUDIO VISUAL EQUIPMENT: IN ROOM TECHNOLOGY (INCLUDED IN ROOM RENTAL RATE)

### Videoconference Rooms

#### Locations:

- Administration Building – Board Room
- South Hall – Room 107
- South Hall – Room 108
- Duncan Hall – Room 306

\*Classroom Style Setup Only (*except Board Room – flexible seating*)

#### Equipment:

- Polycom Videoconference Technology
- Podium
- PC w/ Touchscreen Capability
- Laptop & USB Connection
- Blue Ray/DVD
- Annotation Software
- Wireless Device Connection
- Ceiling and/or Table Microphones
- Wireless Presenter Remote
- In-Room Audio Conference System
- Power to all seats (*except Board Room – available upon request*)

### Computer Labs

#### Locations:

- Duncan Hall – Room 121 – 23 computers
- Duncan Hall – Room 220 – 12 computers

\*Classroom Style Setup Only

#### Equipment:

- Podium
- PC
- Laptop & USB Connection
- Ceiling Mounted Projector
- Screen
- Annotation Software
- Wireless Lapel Microphone
- Wireless Presenter Remote
- Printer
- Whiteboard

## General Presentation Equipment

### Locations:

- Administration Building – Conference Room A
- Administration Building – Conference Room B
- Administration Building – Conference Room C
- Administration Building – Conference Room E
- Duncan Hall – Room 221
- Duncan Hall – Room 222
- Duncan Hall – Room 304/5
- Richards Hall – Room 102
- South Hall – Room 205
- South Hall – Room 207

### Equipment:

- Podium
- PC
- Laptop & USB Connection
- Annotation Software
- Ceiling Mounted Projector
- Screen
- Wireless Presenter Remote
- Wireless Device Connection (Conference Rooms A, B, C)

## Basic or Mobile Equipment

### Location:

- Administration Building – Conference Room D
- South Hall – Room B04
- South Hall – Room B07
- South Hall – Room 204
- South Hall – Room 206

### Equipment:

- Lectern
- Laptop Connection
- Large In-Room Display Monitor

## AUDIO VISUAL EQUIPMENT: ADD-ON PLUS OTHER EQUIPMENT

Item	Cost
Power Strip	\$10.00 each
Extension Cords	\$10.00 each
Electric to Tables	\$10.00 each
Flipchart Stand, Regular Pad, Markers	\$25.00
Flipchart Stand, Adhesive Pad, Markers	\$35.00
Easels	\$5.00
Document Camera	\$50.00
Laptop	\$100.00
Laptop Cart (20)	\$500.00
Speakerphone	\$100.00
Speakerphone with Bridge Line (Max 20 people)	\$150.00
Wireless Handheld Mic	\$30.00
Audio Mixer	\$40.00
Webcam	\$50.00
Webinar (Zoom; Skype)	\$50.00 per hour
Webcast (Mediasite – live stream; record)	\$150.00 per hour
Webinar or Webcast Annual Hosting Fee	\$150 per year
Up Lighting	\$20.00 each
Small Whiteboard	\$20.00
Large Whiteboard	\$40.00

## SAFETY OF MINORS AND MANDATED REPORTING

### Safety of Minors

The Pennsylvania State System of Higher Education is committed to ensuring that all programs conducted on its campus promote the health, wellness and safety and security of minor children who participate in the programs. All programs involving minors that occur on Dixon University Center property must comply with applicable policies, unless the program is an event open to the general public and which minors attend at the sole discretion of their parents or legal guardians or the event is held on the Dixon University Center property where minors attend under parental or legal guardian supervision. The Office of Human Resources at the Office of the Chancellor is responsible for maintaining a registry of all authorized adults, program staff members and programs for minors. All programs must be registered within sufficient time to meet the requirements of Office of the Chancellor policies. To help ensure that the User fulfills this obligation, the Dixon University Center requires that the User, as a condition for the use of such facilities submit the following ten (10) days prior to the Event:

- a. The User will provide to the Dixon University Center the name(s) of the individual(s) who have primary and direct operational responsibility for managing the Event. In addition, the User will provide to the Dixon University Center the names of all program staff, paid and unpaid, who may have direct contact, interact with, treat, supervise, chaperone, or otherwise oversee minors. Any changes in the program administrators or staff will be promptly reported to the DIXON UNIVERSITY CENTER. The Office of Human Resources reserves the right to collect additional information concerning the Event, in accordance with applicable Board of Governors and Office of the Chancellor policies, procedures/standards.
- b. All User personnel (including volunteers and subcontractors) who will provide a program, activity or service that is responsible for the care, supervision, guidance, or control of children at the facilities may be asked to adhere to certain standards concerning interactions with minors.
- c. All User personnel (including volunteers and subcontractors) with covered programs are required to have the following satisfactory background clearances conducted in accordance with applicable law and policy:
  - i. A criminal history record check from the Pennsylvania State Police (PSP) or Statement from the PSP that the individual has not been convicted of a reportable offense;
  - ii. Certification from the Department of Human Services as to whether the individual is named in the Statewide database as a perpetrator in a pending child abuse investigation or in a founded or indicated report of child abuse within the last five years; and
  - iii. A federal criminal history record check. The individual must submit a full set of fingerprints to the PSP to obtain this report. The PSP will submit the fingerprints to the Federal Bureau of Investigation for the purpose of verifying the identity of the individual and obtaining a current record of any criminal arrests and convictions.

The User will arrange for these background clearances at its own expense and maintain records of the background clearances. At the request of Dixon University Center, the User will provide report showing the name, date and satisfactory clearance status of all personnel involved with the Event within 72 hours. All clearances must have been issued within the previous two years.



## Mandated Reporting

In accordance with applicable law, Pennsylvania State System of Higher Education Board of Governors and Office of the Chancellor policies and procedures/standards, all User employees, subcontractors and volunteers who provide a program, activity or service that are responsible for the care, supervision, guidance or control of minors are considered to be mandated reporters of suspected cases of child abuse and shall be trained as if designated a mandated reporter by Pennsylvania law. All mandated reporters shall make an immediate report of suspected child abuse or cause a report to be made if they have reasonable cause to suspect that a child is victim of child abuse under any of the following circumstances:

- a. The mandated reporter comes into contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity, or service;
- b. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or
- c. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

The minor is not required to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse. The mandated reporter does not need to determine the identity of the person responsible for the child abuse to make a report of suspected child abuse. User is responsible for training all User personnel (including volunteers and subcontractors).

Mandated reporters must immediately make an oral report of suspected child abuse to the Department of Human Services (DHS) by calling 1-800-932-0313, or a written report to DHS using electronic technologies when available. The website to file an electronic report is [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis). If an oral report is made, a written report shall also be made within 48 hours to DHS or the county agency assigned to the case as prescribed by DHS. Immediately following the report to DHS, the mandatory reporter must notify the DUC Deputy Title IX Coordinator (717-720-4080) who will assume responsibility for facilitating DUC's cooperation with the investigation of the report. More than one report of the suspected abuse is not required.