

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 6-404

26 March 2024

**USE OF CITADEL FACILITIES**

**1. PURPOSE**

The purpose of this policy is to provide for the effective use and enjoyment of the facilities of The Citadel as an educational institution. In line with this policy, The Citadel and its facilities are deemed to be a "non-public forum," unless otherwise expressly stated herein, for purposes of expressive conduct under the First Amendment to the United States Constitution. This policy is applicable to all users and potential users of Citadel facilities.

**2. REFERENCES**

26 USC 501 (c) (3) and (4)

S.C. Constitution, Article X, Section 5

S.C. Code Ann. § 8-13-765 (Law. Co-op. 1976)

S.C. Code Ann. § 20-7-8920 (Law. Co-op. 1976)

**3. DEFINITIONS**

- A. Academic Event: Citadel supported events that include research activities, meetings, seminars, conferences, and programs that support academic activities.
- B. Campus Affiliated Entity: An organization or entity that exists for the purpose of advancing The Citadel and that has been formally recognized as such by The Citadel in compliance with [Memorandum 1-005, Affiliated Entities Policy](#). These entities include, but are not necessarily limited to, The Citadel Foundation, The Citadel Brigadier Foundation, The Citadel Real Estate Foundation, and The Citadel Alumni Association.
- C. Campus Department: A school, department, division or office of The Citadel. Examples include: the School of Business, the Cadet Activities Department, the Biology Department, the Physical Plant, etc.

- D. Commercial Sales, Solicitations, Advertising or Other Commercial Activity: Any activity whose purpose is to inform, induce or encourage individuals or groups to purchase, rent, lease, or use (or not purchase, rent, lease, or use) any goods or services.
- E. Contracting Authority: A campus official who has been delegated the authority to sign contracts and agreements on behalf of the College as specified in [Memorandum 2-001, Contracting Authority and Procedures](#).
- F. Coordinating Facility Official: The individual or officers having responsibility for reserving specified facilities and maintaining Event Management System (EMS) records. Referred to as a room officer in EMS.
- G. Costs:
1. Administrative Costs: An assessment for utilities, cost of property, depreciation, and wear and tear.
  2. Custodial Costs: An assessment for custodial services incurred as a result of use of a facility.
  3. Direct Costs: An assessment for security, set-up, special services, technical equipment (other than normal custodial services), catering, parking, public safety and other costs directly associated with the event/meeting. These costs are based on actual expenses and billed accordingly.
  4. Full Costs: The sum of 1, 2, and 3, above.
- H. Event Management System (EMS): Online system used to reserve campus space. EMS is the official system of record for use of Citadel facilities.
- I. External Group: A group not affiliated with The Citadel which may include students / faculty / staff (personal use), Citadel retirees, Citadel alumni, non-profit organizations, governmental agencies, and for-profit organizations.
- J. Facility: A building or property owned, leased, or otherwise controlled by The Citadel.
- K. For-Profit Organization: A corporation, partnership, or other entity or organization which has not received tax exempt certification under [26 USC Section 501 \(c\)](#) of the Internal Revenue Code.
- L. Fronting: Reservation or rental of a Citadel facility by a campus department, student organization, or campus affiliated entity for an individual or entity unaffiliated with The Citadel. "Fronting" is prohibited.
- M. Governmental Organization: A federal, state, or local governmental agency, department, commission, board, division, instrumentality, or institution.

- N. Institutional Planning Council: A committee comprised of members from departments across campus charged with maintaining the [IPC Calendar](#) and tasked with accomplishing long and short-range planning for the College through coordinating and de-conflicting support for planned events. See [Annex A](#) for the [Institutional Planning Council \(IPC\) Form](#).
- O. Mobile Food Vehicle: A motorized or non-motorized vehicle used for the preparation and/or sale of food products, also referred to as “food trucks”.
- P. Non-Profit Organization: A corporation, partnership, or other business entity which has received tax exempt certification under [26 USC Section 501 \(c\)](#), et. seq. of the Internal Revenue Code.
- Q. Periods of Critical Academic and Leadership Achievement: Time periods when on-campus facility rentals are ceased or minimized due to important campus activities. See [Annex B](#) for a matrix of critical time periods.
- R. Premium Venue: A specialty space, such as a banquet hall or conference room, not designated as academic space to include: Holliday Alumni Center, Johnson Hagood Stadium (to include Pearson Club Level and Altman Center), and The Citadel Beach Club.
- S. Sponsoring Organization: A campus department which has agreed to sponsor a non-Citadel organization’s use of a Citadel facility because of its close affiliation with The Citadel and its mission.
- T. Standard Rental Fee: A fee assessed for the use of a Citadel facility.
- U. Student Organization: A cadet or student organization that has received official recognition through the Department of Cadet Activities.

#### 4. POLICY

- A. **General:** All prior authority to authorize the use of Citadel facilities is hereby revoked. All duly executed contracts in existence at the time this policy becomes effective will remain valid. However, upon publication of this policy, scheduling and negotiation authority to authorize use of Citadel facilities is centralized as described herein.
1. Any person or entity desiring to use a Citadel facility must obtain permission via the [Event Management System](#) (EMS) for internal events. An executed Letter of Agreement (see [Annex C](#)), which shall constitute a permit for use of Citadel facilities, is required for all external groups. All agreements for use of Citadel facilities must be signed on behalf of The Citadel by the Vice President for Finance and Business (VPFB), or his/her designee.
  2. College properties shall be used only in accordance with federal, state and local laws and shall not be used for the purpose of organizing or carrying out any unlawful activity.
  3. College facilities are provided primarily for the support of the educational functions of the College and the activities necessary for the support of these functions. Subject to 4.C.2, College functions take precedence over any other activities in the use of College facilities.
  4. All events taking place in a Citadel facility, other than a normal class or laboratory meeting, require Institutional Planning Council support. The Citadel will not lease facilities to outside individuals or entities during periods of critical academic and leadership achievement when the expected attendance exceeds thirty (30) persons, unless authorized by the Institutional Planning Council.
  5. All persons on Citadel property are required to abide by Citadel policies and regulations and shall identify themselves upon request to Citadel officials or appropriate Citadel employees acting in the performance of their duties. Violation of such policies or regulations may subject a person to possible legal penalties; if the person is a student, faculty or staff member of The Citadel, that person may also be subject to College discipline.
  6. Public expression in the form of freedom of speech and advocacy may be exercised in College facilities at such times and places and in such a manner as to assure orderly conduct, the least possible interference with College responsibilities as an educational institution, protection of the rights of individuals in the use of College facilities, and reasonable protection of persons against practices that would make them involuntary audiences. The Citadel strictly prohibits the carrying or display of open flames, sticks, signs, posters, flags, banners, or any similar item anywhere on campus, with the exception of official activities of the South Carolina Corps of Cadets (i.e. Friday afternoon parades, spirit runs, or intramural athletics), similar activities of similar external

military organizations, or intercollegiate athletics. Additionally, lessees may display flags, signs or banners inside McAlister Field House, Buyer Auditorium, the Holliday Alumni Center, College Park, The Citadel Beach Club, Swain Boating Center, Capers Hall Auditorium, or Johnson Hagood Stadium, to include the concourse area, the Pearson Club Level, or the Altman Center, but may do so only during the time the individual or entity has leased and is in control of the facility. The Citadel prohibits the wearing of masks at all times and in all outdoor areas on The Citadel campus, with the exception of masks necessary for operation of machinery, to include grass-cutting equipment, saws, paint or pesticide application equipment, and other similar activities or medical masks intended to prevent and control the spread of infectious disease.

7. Flag poles on property of The Citadel are not available for use by non-university groups or organizations.
8. In the spirit of open discussion and freedom of expression, the College will not discourage any group from using designated College facilities or services to render an opinion as long as the College determines the time, place, and mode of presentation of the views in question. In the absence of exigent circumstances, The Citadel designates the grassy area east of Jenkins Hall/West side of Jenkins Avenue as the designated public forum for Special Events for purposes of expression of opinion under the First Amendment. The College may also temporarily designate other areas as public forums for this purpose, and will not attempt to control the viewpoint of the speaker.
9. The name, insignia, seal, logo or other College or departmental indicia may only be used by College and non-university groups or organizations with prior approval of the appropriate College authority.

## **B. Process.**

1. Internal Requests.
  - a. Any campus affiliated entity, department or school, authorized club, and faculty / staff (non-personal use) desiring to use a Citadel facility must enter the request through the [Event Management System](#) (EMS) for approval by the coordinating facility official and shall coordinate the use of Citadel facilities in all aspects of the event.
  - b. Submission of a reservation request does not guarantee permission for use of the requested facility.
2. External Requests.
  - a. The [Office of Event Management](#) serves as the primary point of contact for the coordination, scheduling, planning, and execution of rental events on

the campus of The Citadel. The [Summerall Chapel Wedding Coordinator](#) is the primary point of contact for rental events in chapel-controlled spaces.

- b. The Contracting Authority will generate a Letter of Agreement (see [Annex C](#)) for signature by the outside individual or entity. All agreements for use of Citadel facilities must be signed on behalf of The Citadel by the Vice President for Finance and Business (VPFB), or his/her designee in compliance with [Memorandum 2-001, Contracting Authority and Procedures](#).
3. Sponsored Requests.
    - a. The Citadel collaborates with external groups in support of its academic and public mission and when appropriate and feasible may serve as a sponsoring organization for a non-Citadel organization's use of a Citadel facility. The sponsoring organization shall complete the Sponsoring Organization Event Request Form (see [Annex D](#)). A sponsored event must be approved by a Vice President or Dean and support The Citadel's academic and public service mission. Upon approval, the sponsoring department or group shall coordinate the use of Citadel facilities in all aspects of the event by following the internal request process.

#### **C. Scheduling.**

1. Priority for facility use shall be as follows:
  - a. Academic classes or academic research activities,
  - b. Non-academic Citadel events with fees,
  - c. Non-academic Citadel events without fees, and
  - d. External events.
2. Any scheduled use shall have priority over any unscheduled use.

#### **D. Hold Harmless Agreement and Insurance Requirements.**

1. All non-Citadel users, including candidates and political parties and organizations, must execute a hold harmless/indemnification agreement in favor of The Citadel, its directors, officers, agents, and employees.
2. Commercial users, including candidates and political parties and organizations, must procure and maintain general liability insurance, both for themselves and for any agents acting on their behalf, in the amount of not less than three million (\$3,000,000) per occurrence and five million (\$5,000,000) dollars aggregate, which insurance shall name The Citadel, its governing board, officers, agents, employees, servants and assigns, as additional insureds. Non-commercial

- users may be required to procure and maintain general liability insurance, at the discretion of The Citadel. Users will be required to provide general liability insurance with alcohol liability coverage for events with alcohol. Users must provide a Certificate of Insurance no later than fourteen (14) days in advance of event start date or five (5) days prior to the commencement date of the lease, whichever is sooner. Non-Citadel organizations may be required to provide proof of insurance for sponsored events.
3. Only the President or his designee can reduce or waive or reduce the insurance requirement.

#### **E. Fees.**

1. Internal groups including campus departments, campus affiliated entities, and recognized student organizations will be responsible for custodial, direct and administrative costs and rental fees associated with the use of a facility on campus as outlined in the Facility Use Fee Chart (see [Annex F](#)), as well as all costs for damage caused during their use of Citadel facilities.
  - a. Custodial and direct costs are billed at actual cost to The Citadel, as are costs incurred as a result of damages caused by use of Citadel facilities. Administrative costs are established annually by Auxiliary Services in consultation with the Associate Vice President for Facilities and Engineering and Office of Event Management. The costs are approved annually by the Fiscal Review Board (FRB). Only the President or his designee may reduce or waive the custodial, direct, and administrative costs required by this section.
2. Campus departments and affiliated entities will be billed the standard rental fee (less 30%) for any revenue generating events taking place in any Citadel facility. Revenue includes, but is not limited to, rental fees, profit sharing, donations, gifts-in-kind, ticket fees, admission and attendance fees, etc.
3. External groups will be billed the standard rental fee as determined by the Office of Event Management in consultation with the Coordinating Facility Official, in addition to all costs for damage caused during their use of Citadel facilities.
  - a. For-profit organizations and individuals will be billed the standard rental fee and all costs for damage caused during their use of Citadel facilities.
  - b. Governmental agencies and non-profit (501(c)(3)) organizations will be billed the standard rental fee (less 25%) and all costs for damage caused during their use of Citadel facilities.
  - c. Active military, Citadel alumni, students / faculty / staff (personal use), and Citadel retirees will be billed the standard rental fee (less 10%) and all costs for damage caused during their use of Citadel facilities.

4. When The Citadel is a sponsoring organization for a non-Citadel organization's use of a Citadel facility, the sponsoring organization will be responsible for custodial, direct, and administrative costs and rental fees associated with the use of a facility on campus as outlined in the Facility Use Fee Chart (see [Annex E](#)). The sponsoring organization and non-Citadel organization will be billed all costs for damage caused during their use of Citadel facilities.

#### **F. Sales and Solicitations.**

1. All commercial sales, solicitations, advertising, or other commercial activity at Citadel facilities is strictly prohibited without prior authorization from The Citadel.
2. Persons or entities wishing to use any Citadel facilities for sales and solicitation must fill out the online [Sales and Solicitations Form](#) (see [Annex G](#)).

#### **G. Communications and Marketing.**

1. The Citadel prohibits posting of bills, advertisements or other materials on any College property other than in designated areas. Rules and Regulations for obtaining authorization for posting notices can be found in [Memorandum 2-13, Bulletin Boards and Posting on The Citadel Campus](#).
2. All facility users, including candidates and campaign organizations, may film, video tape, or shoot still photos on The Citadel campus subject to [Memorandum 7-1, Photography, Filming and Videography on Campus](#), but may not express or imply an endorsement by The Citadel.
3. Any non-Citadel organization must provide the Office of Communications and Marketing a copy of any proposed public event announcement for approval at least fourteen (14) days prior to releasing such announcement.

#### **H. Political Activities.**

1. Political activities are governed by [Memorandum 7-110, Political Activities of Citadel Cadets, Students, Faculty, and Staff](#) policy. Political campus organizations shall have access to selected College facilities on the same basis as all other campus organizations — in keeping with the rights of all members of the campus community to express political views. All political organizations are to be assessed the usual costs for the use of the facilities. A policy of nonpartisanship and neutrality will govern The Citadel at all times in its relationship with elected officials or persons campaigning for public office. The following guidelines will be followed:
2. Off-campus groups requesting rental of College properties, including those co-sponsored by on-campus organizations for political activities, are required to include the following statement in all publicity: "This event (or publication) does not reflect an opinion or endorsement by The Citadel."



3. Citadel campus mail and e-mail will not be used to distribute political materials in any form. This applies to both members and nonmembers of the Citadel community.
4. Political campaign signs and handbills of candidates for public office, or for ballot initiatives or questions, are subject to [Memorandum 2-13, Bulletin Boards and Posting on The Citadel Campus](#). Campus residents may only display political campaign signs and handbills of candidates inside their residences.
5. The Citadel will not sponsor or support political candidates, ballot initiatives or questions.
6. Candidates for public office and campaign organizations, regardless of their affiliation or non-affiliation with The Citadel, may rent campus grounds and facilities for campaign events. They will be treated as non-Citadel users and charged the full rental and related use fees applicable to the grounds or facilities they wish to use.

**I. Catering.**

1. For the purpose of reducing the risk of liability and maintaining quality, food safety and control, all food (including mobile food vehicles) sold and provided on campus must be supplied by The Citadel's foodservice contractor.
2. Exceptions may be made only upon written approval by the Assistant Vice President of Auxiliary Services or his/her designee and coordinated through the Office of Event Management.
  - a. If approved, mobile food vehicles must pass The Citadel Fire Marshal's inspection (see [Annex H](#)).

**J. Alcohol.**

1. Individuals or groups who wish to consume alcohol at any event must indicate alcohol will be served on the [IPC Form](#). To follow, a Registration for Events with Alcohol form (see [Annex E](#)) will be sent electronically to the individuals or internal group to submit at least fourteen (14) days in advance of the requested use. All registrations must be approved by both Public Safety and the Senior Vice President for Operations and Administration.
2. All alcoholic beverage service must be provided by The Citadel, through its foodservice or alcohol service contractor. Organizations will be charged at current rates, and service will be in accordance with South Carolina law.
3. Citadel Public Safety must be notified of the date and time of all events at which alcohol service is to be provided. Citadel Public Safety will determine and provide the appropriate level of security coverage, and the leasing individual or organization will be responsible for all costs associated with that coverage.

4. All events with alcoholic beverage service must be substantially food related and include the availability of alternate beverages.
5. Drunkenness, vandalistic, or disruptive behavior associated with service of alcoholic beverages is not an acceptable norm of conduct on The Citadel campus and can result in termination of the facility use contract as well as denial of future use privileges. The Citadel reserves the right, without penalty, to refuse service of alcoholic beverages to an individual or to discontinue service at a function if, in its opinion, it is in the best interest of The Citadel.
6. Any member of the Citadel community found to be in violation of The Citadel alcohol policy shall be subject to disciplinary actions by the appropriate Citadel officer.
7. Any exceptions to these guidelines must be made by the President.
8. Service of alcoholic beverages at events must comply with [Memorandum 2-003 Alcohol and Other Drugs Policy](#) and [Memorandum 1-3, Events and Entertainment Policy](#).

#### **K. Security.**

1. There will be no Department of Public Safety charges to the user when security needs can be met through the use of assigned duty personnel. Pursuant to the criteria set forth in [Annex I](#), The Citadel's Department of Public Safety (PSAF) will conduct a security assessment based on information provided through event registration and such other information as PSAF may obtain.
2. In consultation with General Counsel, PSAF will assess security needs based on objective and credible evidence of specific risks, and not on assessment of the viewpoints, opinions, or anticipated expression of event speakers, sponsors, participants, community, or performers. Permissible factors for consideration include but are not limited to: (a) the proposed location of the event, (b) the estimated number of participants, (c) the time of the day that the event is to take place, (d) the date and day of the week of the event, (e) the proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented, (f) the resources needed to secure the event, (g) the anticipated weather conditions, (h) the estimated duration of the event, and (i) any similar viewpoint- and content-neutral considerations relevant to assessment of security needs.
3. PSAF will make security recommendations that, in PSAF's professional judgment, will address security threats identified as a result of the evaluation conducted pursuant to subpart 2 above. Recommended security measures may include, but are not limited to, adjusting the venue, date, and/or time of the event; providing additional law enforcement; imposing controls or security

checkpoints; and creating buffer zones around the venue. The goals of PSAF's security recommendations will be to:

- a. Minimize risks to the health and safety of the event participants and audience;
  - b. Minimize risks to the campus and surrounding community;
  - c. Maximize the ability of the event sponsors to successfully hold the event; and
  - d. Protect the exercise of rights of free expression by the event sponsors, participants, and community.
4. If PSAF determines the event has substantial security needs, the host organization must schedule a security assessment meeting with PSAF no later than four weeks prior to the event date. The meeting may include, as necessary, a staff member from Facilities and Engineering; Event Management; Campus Operations.
5. Should the event sponsors and PSAF be unable to agree on implementation of security measures or recommendations, the event sponsor may submit an appeal to the Senior Vice President for Operations & Administration or his designee for final determination. The Senior Vice President for Operations & Administration or his designee may determine the security measures required for the event based on PSAF's security assessment. The goals of that determination will be to:
- a. Minimize any identified threat to health and safety of the event participants and audience;
  - b. Minimize any identified threat to the campus and surrounding community;
  - c. Maximize the ability of the event sponsors to successfully hold the event; and
  - d. Protect the exercise of rights of free expression by the event sponsors, participants, and community.
6. Implemented security measures may include, but are not limited to, adjusting the venue, date, and time of the event; providing additional law enforcement presence at the event; imposing controls or security checkpoints at the event; and creating buffer zones around the event venue; the Senior Vice President for Operations & Administration or his designee will provide the event sponsor with a written explanation of the reasons for his or her final decision.

7. If during an event an imminent threat to safety or property arises, avoidance or minimization of which requires termination of the event, authority to terminate the event rests with the senior civilian administrator designated to oversee law enforcement operations. If no senior administrator is present or available, authority is delegated to the highest-ranking PSAF officer at the event.
8. The event sponsors must agree to reimburse costs of basic event security provided by PSAF. Security fees will be based on standard, approved, and published recharge rates for PSAF or other security personnel and for any associated equipment costs or rentals. The number of personnel and amount and type of equipment charged will be based on assessment including but not limited to the following criteria:
  - a. Event venue, including venue size, location, number of entrances and exits to be staffed;
  - b. Time of day;
  - c. Number of expected attendees;
  - d. Whether entrances will be controlled and whether tickets will be sold;
  - e. Whether the event will be open and/or advertised to non-affiliates of The Citadel;
  - f. Whether alcohol will be served;
  - g. Whether there will be sales of food, beverages, or other items and whether cash handling will occur;
  - h. Whether event performers / attendees come with personal security teams or details that require PSAF liaisons; and
  - i. Whether event sponsors or event performers request additional security measures.

**L. Minors on Campus.**

1. Facility use in which minors will be present must comply with [Memorandum 6-510, Protection of Minors](#).
2. A [Protection of Minors Risk Assessment](#) must be completed and submitted to the Chief of Staff through the Protection of Minors Officer at least fourteen (14) days in advance of the event.

## 5. COMPLIANCE

Failure to comply with these policies may result in cancellation of the event and/or disqualification from use of facilities in the future. Any employee or student who does not comply with this policy may face disciplinary action.

## 6. NOTES

### A. Dates of Official Enactment and Amendments:

Approved by the Senior Vice President for Operations & Administration on 26 March 2024.

### B. Responsible Department:

Operations & Administration

### C. Responsible Official:

Senior Vice President, Operations & Administration

### D. Cross References:

[Memorandum 1-005, Affiliated Entities Policy](#)

[Memorandum 2-13, Bulletin Boards and Posting on The Citadel Campus](#)

[Memorandum 6-510, Protection of Minors Policy](#)

[Memorandum 2-001, Contracting Authority and Procedures](#)

[Memorandum 7-110, Political Activities of Citadel Cadets, Students, Faculty and Staff](#)

[Memorandum 7-1, Photography, Filming and Videography on Campus](#)

[Memorandum 2-003, Alcohol and Other Drugs Policy](#)

[Memorandum 1-3, Events and Entertainment Policy](#)

## 7. RESCISSION

Memorandum 6-404, Use of Citadel Facilities, dated 9 November 2017, 5 November 2015, Memorandum 2-4, Use of Citadel Facilities, dated 7 August 2009, and all previous versions are rescinded.

## 8. REVIEW

Review this policy on an annual basis.

FOR THE PRESIDENT:

OFFICIAL

Cardon Crawford  
Colonel, USA, Retired  
Senior Vice President for Operations &  
Administration

Attachments:

[Annex A](#), Institutional Planning Council Form

[Annex B](#), Periods of Critical Academic and Leadership Achievement

[Annex C](#), Letter of Agreement

[Annex D](#), Sponsoring Organization Event Request Form

[Annex E](#), Registration for Events with Alcohol Form

[Annex F](#), Facility Use Fee Chart

[Annex G](#), Sales and Solicitation Form

[Annex H](#), Mobile Food Vehicle Inspection Checklist

[Annex I](#), The Citadel Event Risk

## Annex A Institutional Planning Council (IPC) Form

### Institutional Planning Council (IPC) Form

Fields marked with an \* are required

<b>Event Name *</b>	<b>Event Location *</b>

<b>Reservation ID (from EMS Web App) *</b>	<b>Event Date *</b>
	[MM/DD/YYYY]

<b>Event Start Time *</b>	<b>Event End Time *</b>
[hh]:[mm] [AM/PM]	[hh]:[mm] [AM/PM]

**For multi-day events, please list dates and times below:**

<b>Is this a recurring (i.e. quarterly) event?</b>	<b>Will a high-profile guest(s)/VIP be in attendance?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain

<b>Estimated Student or Cadet Attendance</b>	<b>Estimated Total Attendance *</b>

**How will attendees arrive (i.e. mode of transportation) on campus? \***

**Internal Services \* (check all that apply)**

Bar Services  
 Catering  
 Cleaning  
 Multimedia  
 No Services  
 Parking  
 Room Setup

**Which scenarios apply to your internal event? \* (check all that apply)**

Alcohol will be served  
 Food truck(s) will be present  
 Minors will attend without their parents  
 Revenue (i.e. registration fees) will be collected  
 Media coverage is desired (at discretion of OCM)  
 Campus department is sponsoring a non-Citadel organization  
 Products (i.e. t-shirts, books) will be sold on campus  
 Large-scale event exceeding 500 attendees  
 Tent(s) larger than 400 square feet  
 Event is of public interest  
 None of the Above

<b>Name *</b>	<b>Email *</b>
	[username@example.com]

<b>Responsible Department *</b>	<b>Phone</b>
	[ (000) 000-0000 ]

**Additional Event Details**

SUBMIT

**Annex B**  
**Periods of Critical Academic and Leadership Achievement**

<b><u>Title</u></b>	<b><u>Start Date</u></b>	<b><u>End Date</u></b>
Matriculation	15 Calendar Days Prior to Event	Tuesday after the event
Parents' Weekend	5 Calendar Days Prior to Event	Tuesday after the event
Leadership Day (South Carolina Corps of Cadets - SCCC)	2 Calendar Days Prior to Event	Tuesday after the event
Homecoming	5 Calendar Days Prior to Event	Tuesday after the event
Leadership In Philanthropy Weekend	Wednesday Before	Monday After
Fall Exams	Monday after Thanksgiving	End of Fall term
Leadership Symposium	3 Calendar Days Prior to Event	Tuesday after the event
Corps Day/Recognition Weekend	5 Calendar Days Prior to Event	Tuesday after the event
Graduation (SCCC and Citadel Graduate College - CGC)	15 Calendar Days Prior (includes Spring Exams)	5 Days After Graduation SCCC / CGC
Admitted Students Day	5 Calendar Days Prior to Event	Tuesday after the event



**Annex C**  
**Letter of Agreement**

**TODAY'S DATE**

GROUP or ORGANIZATION NAME (if applicable)

Attn: CLIENT NAME

ADDRESS LINE 1

ADDRESS LINE 2

EMAIL ADDRESS

PHONE NUMBER

Re: NAME OF EVENT | DATE

Dear: CLIENT NAME

Thank you for choosing The Citadel, The Military College of South Carolina for your upcoming event.

The enclosed Letter of Agreement will serve as confirmation along with receipt of the following checked:

- Signed Letter of Agreement
- Signed Attachment A (Terms & Conditions)
- Non-Refundable Payment
- Certificate of Insurance
- Completion of Attachment B ([Venue Worksheet](#))
- Completion of Attachment C ([Protection of Minors Packet](#))

We would be happy to answer any questions as you review the Letter of Agreement and complete the above attachments. Please initial each page and sign page six. Please send completed paperwork to the attention of:

**The Citadel, The Military College of South Carolina**  
**Attn: Office of Event Management**  
**171 Moultrie Street**  
**Charleston, SC 29409**

We look forward to working with you and thank you again for your business.

Sincerely,  
Office of Event Management

## LETTER OF AGREEMENT

This Letter of Agreement is by and between The Citadel, The Military College of South Carolina, hereinafter referred to as “THE CITADEL” and GROUP/ORGANIZATION NAME or CLIENT NAME, hereinafter referred to as “THE PROGRAM,” entered into in Charleston, South Carolina on DAY MONTH YEAR. This Letter of Agreement will supersede any previous understanding or contract.

It is understood and agreed between the parties hereto that Time is of the Essence in all of the terms and provisions of this Letter of Agreement. This Agreement grants to THE PROGRAM no greater rights than expressly stated in this Agreement and specifically denies any right to THE PROGRAM of possession or occupancy which would be in violation of state and local law, or rules and regulations of THE CITADEL.

### WITNESSETH

*Whereas*, THE CITADEL is the owner and operator of the facilities on the Campus of THE CITADEL; and

*Whereas*, THE PROGRAM wishes to utilize Citadel facilities for the purpose of hosting a special event;

*Now, Therefore*, in consideration of the mutual promise contained herein and other good and valuable consideration, the parties agree that:

1. **Term:** This Agreement shall be for the term as listed in Attachment A (Terms and Conditions).
2. **Facilities and Payment:** THE CITADEL is holding the premises for use by THE PROGRAM as listed in Attachment A (Terms and Conditions). In consideration of said Agreement, THE PROGRAM shall pay THE CITADEL according to the amount and terms as listed in Attachment A (Terms and Conditions). All facility use falls under the Use of Citadel Facilities policy ([Memorandum 6-404](#)).
  - a. Additional fees and other costs directly associated with THE PROGRAM, if applicable, are listed in Attachment A, and THE PROGRAM agrees to pay all such costs according to the terms as listed.
  - b. Use of premises for any other purpose than listed above is prohibited without first obtaining the written consent of THE CITADEL therefor. THE PROGRAM will conform to and comply with all applicable municipal, state, and federal laws in using the premises, and will not use or suffer to be used the premises in any manner in contravention of any applicable municipal, state, or federal law, nor in such a manner as may tend to increase the existing rate of fire or liability insurance for the premises.
  - c. In the event of cancellation by THE PROGRAM, the terms of cancellation will apply as listed in Attachment A (Terms and Conditions).
3. **Additional Services:** In addition to the facilities in Attachment A (Terms and Conditions), THE PROGRAM may also purchase additional services including but not limited to food services, engineering support, multimedia services, and equipment rental.
  - a. All food and beverage served at THE CITADEL must be supplied by an approved caterer of THE CITADEL. All alcoholic beverages served at THE CITADEL must be supplied and served by THE CITADEL’s alcohol service contractor. THE PROGRAM shall contract directly with an approved caterer of THE CITADEL and THE CITADEL’S alcohol service contractor.
  - b. All vendors providing services at THE CITADEL are required to possess a business license and insurance coverage and must provide proof to THE CITADEL in advance of the event.

THE PROGRAM must complete and return Attachment B ([Venue Worksheet](#)) fourteen (14) days prior to the event start date for approval by THE CITADEL. THE PROGRAM must include a list of outside vendors and description of requested services, including but not limited to rental equipment, engineering support, and power requirements. THE PROGRAM understands and agrees that unapproved changes may result in additional fees, may not be

accommodated, or may be prohibited. THE PROGRAM shall not install any personal property except in consultation with and upon the approval of THE CITADEL. THE PROGRAM agrees to remove all personal property from THE CITADEL not later than the time and date approved by THE CITADEL in Attachment B ([Venue Worksheet](#)). If THE PROGRAM fails to remove such property, it shall be deemed abandoned, and THE CITADEL reserves the right to dispose of the property in any manner it deems appropriate. THE PROGRAM agrees to hold THE CITADEL harmless for any damage to the property arising from the removal or disposal of the property.

4. **Alcohol:** No alcoholic beverage shall be used, distributed, or permitted by THE PROGRAM on the Premises without the express written consent of THE CITADEL, which consent, as of the date of this instrument, has NOT been granted. THE PROGRAM must satisfy the requirements outlined in the Alcohol and Other Drugs policy ([Memorandum 2-003](#)) before final approval is granted.
5. **Tobacco Product Free-Campus:** The use of tobacco and smoking products of any type is prohibited, per THE CITADEL'S Tobacco Product Free-Campus Policy ([Memorandum 2-014](#)). This policy applies to the entire property, indoors and outdoors, of all campus facilities. Guests in violation of this policy may be removed and barred from the property. Violation of this policy may result in additional fees and/or termination of the event.
6. **Minors on Campus:** If THE PROGRAM involves minors and is deemed to fall under the purview of the Protection of Minors policy ([Memorandum 2-110](#)), THE PROGRAM must satisfy the requirements of the policy before final approval is granted. Failure to provide a completed Attachment C ([Protection of Minors Packet](#)) to THE CITADEL fourteen (14) days prior to event start date may result in a fine of \$250, cancellation of the event, and forfeiture of rental fees.
7. **Insurance:** THE PROGRAM shall maintain a general liability insurance policy, both for itself and for any agents acting on behalf of THE PROGRAM, in the amount of not less than Three Million (\$3,000,000) dollars per event and Five Million (\$5,000,000) dollars aggregate, which insurance policy shall name THE CITADEL, its governing board, officers, agents, employees, servants and assigns, and also the State of South Carolina, as additional insured. If alcohol will be used, distributed, or permitted by THE PROGRAM, THE PROGRAM shall maintain a general liability policy with coverage for alcohol liability. THE PROGRAM shall provide to THE CITADEL a Certificate of Insurance issued by its carrier fourteen (14) days prior to event start date. Failure to provide the Certificate of Insurance by the required date may result in a fine of \$250, cancellation of the event, and forfeiture of rental fees.
8. **State Agencies:** Should THE PROGRAM be an agency of the state of South Carolina, THE PROGRAM and THE CITADEL warrant that they are insured by the South Carolina Insurance Reserve Fund, with limits as prescribed by law. The Parties acknowledge that they may be held liable for any loss, destruction, damage, injury or death resulting from the activities, processes, or actions of their respective personnel with respect to this Letter of Agreement, in accordance with and to the extent provided in the South Carolina Tort Claims Act, as amended. **The Indemnity requirements listed in Section 9 contained herein do not apply to agencies of the state of South Carolina.**
9. **Indemnity:** As a material part of the consideration to THE CITADEL, THE PROGRAM hereby assumes all risk and responsibility for losses, damages, judgments and/or expenses on account of all risks arising out of its use of and presence on THE CITADEL's campus, and THE PROGRAM waives all claims against THE CITADEL. THE PROGRAM shall defend, hold harmless, and indemnify THE CITADEL, its governing board, officers, agents, employees, servants and assigns, and the State of South Carolina, from and against any and all liability and claims for damages of every kind and nature, including reasonable attorneys fees, for bodily injury, death, and / or property damage arising out of (1) THE PROGRAM's use or occupancy of THE CITADEL campus, or any activity or thing done, performed or suffered by THE PROGRAM, its agents, its employees, licensees, invitees or persons attending or participating in THE PROGRAM's activities in or about the campus; or (2) any loss, injury, death or damage to persons or the campus on or about the campus by reason of any act, omission or negligence of THE PROGRAM, or any of its agents, its contractors, its employees, licensees, or invitees; or (3) any breach or default in the performance of any obligation on THE PROGRAM's part to be performed under the terms of the Agreement between THE CITADEL and THE PROGRAM.

By this agreement, THE PROGRAM specifically agrees to defend, hold harmless, and indemnify THE CITADEL, its governing board, officers, agents, employees, servants and assigns, and the State of South Carolina, from and against payment of all court costs, judgments, attorneys fees, court costs and testimony of witnesses necessary in the defense of any litigation arising out of this Agreement and use of the subject premises. It is expressly understood and agreed that the agreement of THE PROGRAM to indemnify THE CITADEL under the provisions of this

paragraph shall not be limited to the amounts of the liability insurance policy described elsewhere herein.

- 10. Limitation of Liability:** In no event will THE CITADEL's aggregate liability to THE PROGRAM or any third party for any losses or damages that arise out of the performance or breach of this agreement, whether in contract, tort, or other form of action, exceed the total consideration set forth in Attachment A (Terms and Conditions) of this Agreement. In no event shall THE CITADEL be liable for any special, incidental, exemplary or consequential damages, including, but not limited to, lost profits or loss of goodwill. THE PROGRAM acknowledges that the lease amounts reflect the allocation of risk set forth in this agreement and that THE CITADEL would not enter into this agreement on the terms hereof without these limitations on its liability.

THE CITADEL represents and warrants to THE PROGRAM that it is the owner of the Facilities and premises named above in fee simple. THE CITADEL makes no further representations or warranties.

- 11. Security:** THE PROGRAM shall be responsible for providing security for the facilities and surrounding buildings, grounds and equipment in the facilities and brought to the facilities by the parties. All decisions regarding the security shall be made in consultation with such law enforcement agencies as may be in attendance at the event, including but not limited to, the South Carolina Law Enforcement Agency, THE CITADEL Public Safety, the City of Charleston Police Department, the City of Isle of Palms Police Department, the Sheriff of Charleston County, and such other agencies or private security personnel as may be invited by the parties to participate in the event and associated activities. THE CITADEL will not be responsible for any equipment/property loss.
- 12. Parking:** THE PROGRAM understands that because of other events scheduled at and near to the campus at and about the term of this agreement, many individuals may be competing for parking spaces at various facilities, and that THE CITADEL cannot assure parking for any individuals who wish to attend the events scheduled hereunder.
- 13. Advertising:** THE PROGRAM agrees that no advertising or other matter shall be placed or posted or distributed in or about said described facilities or announced or publicized over any loud speaker system without first having obtained the written permission of THE CITADEL. THE CITADEL's name shall not be used to suggest co-sponsorship or endorsement of any activity, without prior written approval by THE CITADEL.
- 14. Force Majeure:** Should events occur beyond the control of THE CITADEL, such as acts of God, war, curtailment or interruption of transportation facilities, threats or acts of terrorism or similar acts, disease, epidemic, State Department or other governmental or international agency travel advisory, civil disturbance, or any other cause beyond the parties' control, which would make it unreasonable or impossible to hold THE PROGRAM, either party may cancel the Agreement without liability upon written notice to the other party.
- 15. Breach:** Any breach of any of the terms in this Agreement shall be considered an item of default and THE CITADEL, in addition to exercising all remedies available at law, may immediately cease all functions of THE PROGRAM until such a default is remedied to THE CITADEL's satisfaction.
- 16. Termination of Program/Removal of Participants:** THE CITADEL shall have complete authority to terminate any activities of THE PROGRAM and/or, in its sole discretion, remove any participants conducting themselves in a manner deemed unsafe or unacceptable to THE CITADEL. THE PROGRAM will be responsible for any costs incurred in relocating any participants.
- 17. Right of Entry and Obstructions:** THE CITADEL reserves the right to enter THE PROGRAM's event at any time during the term of this Agreement. THE PROGRAM shall grant access to Public Safety Personnel, Facilities and Engineering Personnel and local fire department personnel at any time during the term of this Agreement. THE PROGRAM agrees that it shall not obstruct any sidewalks, doors, passages, or ways of access to or through the facilities.
- 18. Mandatory Standards:** THE PROGRAM understands and agrees that it is responsible for the safety of its participants. THE PROGRAM agrees to be familiar with and comply with Rules, Regulations and Procedures of THE CITADEL.
- a. THE PROGRAM will actively ensure participants adhere to fire, life-safety and safe occupancy standards. At no time will THE PROGRAM exceed the maximum safe occupancy limit.
  - b. **Report of Incidents:** THE PROGRAM shall immediately report, to both the Risk Management and Safety Officer (843-953-4816) or Public Safety (843-953-5114, manned 24-hours, 365 days/year), any incident of

known or reported injury, abuse, unauthorized absence of a participant, or damage to THE CITADEL's property.

- c. **First Aid:** THE CITADEL will not provide qualified first aid personnel.
- d. **Hospital Medical Care:** For any participants transported to a local hospital, THE PROGRAM agrees to contact the hospital and ensure bills for any medical care provided to program participants for the period of the event should be sent directly to the individual treated or THE PROGRAM, not THE CITADEL.

19. **Repairs and Alterations:** THE PROGRAM shall take good care of the premises, and the fixtures and appurtenances therein. All damage or injury to the premises and to its fixtures, appurtenances and equipment caused by THE PROGRAM or its guests, whether resulting from moving property in or out of the premises or by installation or removal of furniture, fixtures, or other property or resulting from short circuits or from any other cause of any kind or nature whatsoever due to carelessness, omission, neglect, improper conduct, or other cause of THE PROGRAM, its servants, employees, agents, visitors, invitees, or licensees shall be repaired, restored, or replaced promptly by THE PROGRAM at its sole cost and expense to the satisfaction of THE CITADEL. All repairs, restoration, and replacements shall be in quality and class equal to the original work or installations. If THE PROGRAM fails to make such repairs, restorations, or replacements, same may be made by THE CITADEL at the expense of THE PROGRAM, and shall be collectible as additional rent or otherwise and shall be paid by THE PROGRAM within three (3) days after rendition of a bill or statement thereof, or as otherwise specified in this Agreement. THE CITADEL reserves the right to accept or require payment for damages in lieu of actual repair. Notwithstanding anything to the contrary in Paragraph 3, THE CITADEL, and not THE PROGRAM, shall be responsible for payment of any expenses, or making any repairs to the Premises, caused by THE CITADEL, its employees, or any other agent or representative of THE CITADEL or that is present on the premises during the Term of this Agreement.

20. **Governing Law and Jurisdiction:** This Letter of Agreement shall be construed and enforced in accordance with the laws of the State of South Carolina. THE PROGRAM hereby submits to the jurisdiction and venue of the State or Federal Court sitting in Charleston County, South Carolina, in connection with any matter pertaining to this Agreement and agrees that service may be had by mailing the same, postage prepaid, addressed to the attention of THE PROGRAM as listed on the first page of this Agreement, it being agreed that service shall be deemed to have been made three (3) days after mailing.

21. **Notices:** Any notice or communication to be given under this Letter of Agreement shall be in writing and shall either be sent by electronic mail, registered or certified mail, return receipt requested, postage prepaid, or sent by private carrier provided that such carrier shall provide proof of delivery, postage prepaid, to the attention of the undersigned at the address given (in the case of THE CITADEL) or on the first page of this Letter of Agreement (in the case of THE PROGRAM) with a copy to:

The Citadel, The Military College of South Carolina  
Attn: General Counsel  
171 Moultrie Street  
Charleston, SC 29409

22. **THE PROGRAM's Representation:** THE PROGRAM hereby covenants, represents, and warrants that it is a corporation validly existing under the laws of the State of South Carolina or another state of the United States, registered to do business and in good standing under the laws of the State of South Carolina, and by proper action has been duly authorized to execute and deliver this Agreement, to enter into the transaction contemplated hereby, to carry out its obligations hereunder, and that each person executing this Agreement on behalf of THE PROGRAM is a representative of THE PROGRAM who is duly authorized to execute and deliver this Agreement. THE PROGRAM shall furnish THE CITADEL with suitable evidence of the above simultaneously with the execution of this Agreement by THE PROGRAM.

23. **Assignment:** THE PROGRAM, for itself, its successors, and assigns, expressly covenants that it shall not assign, mortgage or encumber this Agreement, nor underlet or suffer or permit the demised premises or any part thereof to be used by others, without the prior express written consent of THE CITADEL in each instance. The consent of THE CITADEL to an assignment or underletting shall not in any manner be construed to relieve THE PROGRAM from obtaining the express consent in writing of THE CITADEL to any further assignment or underletting nor shall it relieve THE PROGRAM from the obligation to pay the rental fee hereunder

24. **Entire Agreement:** This document, which includes the referenced attachments on page one, represents the entire agreement between the parties regarding the use of the specified facility. There are no oral or written conditions, terms, warranties, understandings or other agreements pertaining thereto which have not been incorporated herein. This agreement may only be amended by a written document executed and delivered by both parties.

**In the presence of:**

**The Citadel,  
The Military College of South Carolina**

**By:** \_\_\_\_\_ **(print)**  
\_\_\_\_\_ **(sign)**

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(THE PROGRAM)**

**By:** \_\_\_\_\_ **(print)**  
\_\_\_\_\_ **(sign)**

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Annex D

### Sponsoring Organization Event Request Form

#### Sponsoring Organization Event Request Form

All fields must be complete.

Sponsoring Organization	
Campus Department	Index Number
<input type="text"/>	<input type="text"/>
Point of Contact	
[First]	[Last]
Phone	
[(000) 000-0000]	
Email	
[username@example.com]	
Non-Citadel Organization	
<input type="text"/>	
What is their affiliation with The Citadel?	
<input type="text"/>	
Event Details	
Event Name	
<input type="text"/>	
Event Location	
<input type="text"/>	
Reservation ID (from EMS Web App)	
<input type="text"/>	
Event Date & Time	
<input type="text"/>	
Brief Description of Event	
<input type="text"/>	
Criteria & Guidelines	
<p>The act of sponsorship requires Vice President or Dean approval certifying the following:</p> <ol style="list-style-type: none"><li>1. The sponsored event is in support of The Citadel's academic and public service mission.</li><li>2. The campus department will be the event point of contact between The Citadel and the non-Citadel organization.</li><li>3. The campus department will coordinate the use of Citadel facilities and all required campus services (i.e. room set-up, custodial services, public safety, multimedia support).</li><li>4. The campus department will provide onsite supervision throughout the duration of the sponsored event.</li><li>5. The campus department and non-Citadel organization will comply with The Citadel Use of Facilities Policy.</li></ol> <p>The index number provided above will be charged for all fees associated with the sponsored event.</p>	
Vice President or Dean Approval	
Signature	
<input type="text"/>	
Printed Name	
<input type="text"/>	
Title	
<input type="text"/>	

SUBMIT

**Annex E**

**Registration for Events with Alcohol Form**

**Events with Alcohol Form**

You must fill out this form in its entirety in order to be considered for permission to have your event on The Citadel facilities. If this form is not submitted a minimum of 14 days prior to your event, it cannot be considered and will not be approved by the IPC.

Name of Event:

Location:

Date of Event:

Planning Department:

Start Time:

End Time:

Estimated Attendance:

EMS Reservation Number:

Index Number:

Event Description:

Check all that will attend your event with alcohol:

- Corps of Cadets (under 21)
- Corps of Cadets (over 21)
- Minors without their parents present
- CGC Students
- Faculty/Staff
- General Public (Invited)
- General Public (Ticketed)

Alcohol Type:  Beer/Wine  Liquor

Any event involving alcohol must be registered and approved by The Citadel Chief of Staff and Dept of Public Safety. Submitting this form does not guarantee your event with alcohol. All events with alcohol must have security present as required by The Citadel Public Safety at your expense. Requests must be made at least 14 days in advance. Alcohol sales and service will be administered through Sodexo and must end by 12:00 am. A copy of this form should be retained by the Event Director. **By signing this form, I certify that I have read the Facility Use Policy. I certify that the event will comply with these policies and I assume responsibility for my organization while conducting the event. I certify that I am the contact person for this event.**

Phone:

Email:

Printed Name:

Signature:

Approved PSAF:

Date:

Number of Officers Assigned:

Date:

Approved Chief of Staff:

Date:

Scheduling Officer:



**Annex F**  
**Facility Use Fee Chart**

<b>Facility</b>	<b>Direct</b>	<b>Custodial</b>	<b>Administrative</b>	<b>Rental Fee</b>
Academic/Administrative	X			
<b>Athletic Department</b>				
Altman Center	X			X
Johnson Hagood Stadium	X			X
McAlister Field House	X	X	X	
Pearson Club Level	X			X
<b>Auxiliary Services</b>				
The Citadel Beach Club	X			X
Swain Boating Center	X	X	X	
<b>Other Facilities</b>				
Holliday Alumni Center	X			X
Summerall Chapel and chapel-controlled spaces	X			

***The standard rental fee (less 30%) will apply to internal revenue-generating events in all Citadel facilities.***

## Annex G

### Sales and Solicitation Form

#### Sales & Solicitations Form

Fields marked with an \* are required.

#### Client Details

Client Name\*

Phone\*

[(000) 000-0000]

Email\*

[username@example.com]

Group Name

XXXX

Address

City

State

 [drop-down list of states]

Zip

Country

 [drop-down list of countries]

#### Product Details

Type of Product \* [checkboxes; select all that apply]

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> T-Shirts                     | <input type="checkbox"/> Memorabilia |
| <input type="checkbox"/> Food                         | <input type="checkbox"/> Books       |
| <input type="checkbox"/> Other (please specify below) |                                      |

Brief Description of Product

[comment box]

#### Sales Details

Sales Location \*

[comment box]

Reservation ID (from EMS Web App)\*

Sales Date\*

[date field]

Start Time\*

End Time\*

12 ▾ 00 ▾ AM ▾	12 ▾ 00 ▾ AM ▾
----------------	----------------

For multi-day sales, please list dates and times below:

[comment box]

#### Final Details

Target Audience\* [drop-down list]

- |                            |                           |
|----------------------------|---------------------------|
| Corps of Cadets (Under 21) | Faculty and Staff         |
| Corps of Cadets (Over 21)  | General Public (Invited)  |
| Children                   | General Public (Ticketed) |
| Graduate College Students  | None of the Above         |

Additional Sales Requests or Comments

[comment box]

I certify that I have read the Sales and Solicitations section of the [Facility Use Policy](#) and assume responsibility for my group while selling goods or services on the campus of The Citadel.\*

**SUBMIT**

**Annex H**  
**Mobile Food Vehicle Inspection Checklist**



FIRE MARSHAL'S OFFICE

**MOBILE FOOD VEHICLE INSPECTION CHECKLIST**

Date: \_\_\_\_\_ Time of Inspection: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Vehicle Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 License Plate No.: \_\_\_\_\_  
 DHEC Inspection Date: \_\_\_\_\_ Business License Number: \_\_\_\_\_

**FIRE EXTINGUISHERS:**

- 2A10BC       3A40BC       Inspected per NFPA 10       Mounted       Accessible  
 Class K Extinguisher       Inspected per NFPA 10       Mounted       Accessible

**LPG (Propane):**

- L.P. Gas containers shall be located and secured on the exterior of vehicle.  
*Not to be located on roof, inside passenger compartment, or extend further than the rear bumper and shall be protected from vehicle collision.*  
 "NO SMOKING" sign posted with a minimum of 4-inch lettering above propane bottle.  
 Hose used to pipe L.P. Gas must be Underwriter Laboratories (UL) or FM listed (marked 350 psi working pressure)  
 Couplings, fittings, and other deices meet UL or FM requirements.  
 LPG tanks are to be located outside the vehicle with a minimum 5 feet from primary means of egress.  
 Carbon Monoxide (CO) detector located in vehicle utilizing fuel burning appliances.

**TYPE II HOOD / FIRE SUPPRESSION SYSTEM:**

- Type II Hood cleaned with record of cleaning verified.  
 Fire Suppression System serviced with record of service verified.

**GENERATOR:**

- Refueling of generators to be performed in an approved location not less than 20 feet from vehicle.  
 Fuel to be stored away from vehicle, no less than 20 feet, or in approved flammable liquid safety container.  
 Storage is in an approved location (secured from movement).  
 Generators shall be grounded in an approved method.  
 Generators shall not be refueled in areas occupied by the public.  
 Generators shall be caged or fenced off to prevent public access in approved manner.  
 A minimum 2A10BC extinguisher shall be located a minimum of 20 feet from generator while refueling.

**GENERAL FIRE SAFETY:**

- Installation of electrical equipment shall comply with the Electrical Codes NFPA 70 and NEC.  
 Aisle-way on interior of vehicle kept clear of storage and combustible materials.  
 Exit door latch mechanism(s) shall be operable by hand.

Approved       Disapproved

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Vehicle Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This inspection form entitles the owner/operator to operate on Citadel property only. This form does NOT permit the owner to operate on any other state, county, city, or private property.**

**Annex I**  
**The Citadel Event Risk**

A full description of the event, date/time, and location is required for evaluation.

Number of Attendees (Participants & Spectators)	<b>Under 100</b>	<b>100 – 250</b>	<b>251 – 500</b>	<b>Over 500</b>
	Insurance (depending on event nature)  Waiver forms for participants	PSAF – Security Assessment  Insurance (depending on event nature)  Waiver forms for participants	PSAF – Security Assessment  Insurance (depending on event nature)  Waiver forms for participants	PSAF – Security Assessment  Insurance (depending on event nature)  Waiver forms for participants

Type of Attendees	<b>Citadel Students</b>	<b>Citadel Students and Guests</b>	<b>Public</b>
	N/A	PSAF – Security Assessment  Insurance (depending on event nature)	PSAF – Security Assessment  Insurance (depending on event nature)

Alcohol at Event	<b>No</b>	<b>Yes</b>
	N/A	Complete Alcohol Registration Form  PSAF – Security Assessment  Food Service Provider  Insurance

Minors (Participants under the Age of 18)	<b>No</b>	<b>Yes</b>
	N/A	<a href="#">Protection of Minors Policy</a>

Visitors – VIP Speakers / Guests	<b>Local Public Figures</b>	<b>Flag Officers (Admirals &amp; General Officers), Public Figures, or Celebrities</b>
	PSAF – Security Assessment	PSAF – Security Assessment  <a href="#">IPC Support</a>