

International Pavilion Building Guidelines

CONTRACT

Please read the facility rental agreement thoroughly, and sign and return it to the International Pavilion staff by the indicated deadline date. By signing the facility rental agreement you are agreeing to all provisions specified on this sheet. Failure to sign and return your facility rental agreement may lead to your reservation being cancelled. If you do not understand any part of the agreement, please contact the International Pavilion Front Desk at (928) 523-6116.

HOURS OF OPERATION

The International Pavilion hours of operation are Monday-Friday 10:00 a.m. – 10:00 p.m. The hours for Saturday's are from 12:00 p.m. – 8:00 p.m. and Sunday's are from 12:00 p.m. – 6:00 p.m. Events scheduled outside of these times may subject to an additional fee. Hours of operation are subject to change.

ROOM SET

Groups have the choice of a conference square, theater, classroom, banquet, or reception. Set-up requests must be made at least 48 hours in advance.

STAFFING

The International Pavilion reserves the right to determine minimum event labor. The user may request labor in excess of the required minimum, but in no case will the labor be less than the required minimum. Additional labor and/or security will be billed to the user.

PARKING

Parking permits may be required for on-campus parking during your event. For parking permits and information, please contact Parking/Shuttle Services, Building #91, at (928) 523-6623 at least 2 business days in advance.

NOTE: Permits are not valid in metered and reserved areas.

ROOM RESPONSIBILITY

All groups are responsible for leaving the room in the same condition and in the same setup as found. Nothing may be glued, nailed, taped, pasted, or affixed to the walls, doors, or windows. If damages are found, the user will be charged an additional fee.

ROOM RESTRICTIONS

Fog machines, glitter, confetti, and open flames of any kind are not allowed. Users may not burn any substances at any time. This includes, but is not limited to, candles, incense, etc. If found violating this guideline, the user will permanently not be allowed to use the facility for future events.

All users shall comply with the laws, rules, and regulations of the United States, the State of Arizona, the City of Flagstaff, Northern Arizona University and the International Pavilion. Any violation shall at the International Pavilion's sole discretion, result in the cancellation of rental and immediate eviction of the user.

PERSONAL PROPERTY

International Pavilion user's property is to be removed from the premises immediately after the event unless prior arrangements have been made with the Facility. The International Pavilion is not responsible for personal items, either lost or left in the facilities.

FOOD AND DRINKS

Only food and beverages provided by NAU Dining Services (Sodexo) will be allowed in the building without an approved food waiver. The Food Waiver and Alcohol Waiver can be found online at <https://nau.edu/dining/catering/> under Quick Forms. Dining Services can be reached at (928) 523-4981, Building #30.

ALCOHOL USE

All users requesting alcohol with their event must apply for a special events alcohol license with the State of Arizona. If groups are interested in having alcohol at the event, please contact Campus Services and Activities at (928) 523-2391.

ASSISTIVE ANIMALS

Assistive animals are welcome on the premises, but all other animals are prohibited.

OFF-CAMPUS ENTERTAINER/PERFORMER

If an off-campus performer is being booked to perform in the International Pavilion, the appropriate contracting and insurance requirements must be met per the University's Purchasing Department.

NOISE LEVELS



International Pavilion
Northern Arizona University
PO Box 5596
Flagstaff, AZ 86011-5596
Phone: (928) 523-6116
Fax: (928) 523-6122
International.Pavilion@nau.edu
<http://nau.edu/CIE/International-House/Pavilion>

In order to prevent interfering with other users, noise levels must be kept to a minimum. If sound levels become disruptive, the responsible party may be asked to vacate immediately and will be subject to a review regarding future use.

FACILITY CAPACITY

Facility capacity will be strictly enforced per fire life safety. Capacity is dependent on event content and configuration.

RENTAL FEE

Base rental fee includes one set-up that shall consist of tables, chairs, house lighting, house sound system and house A/V equipment.

ADDITIONAL REGULATIONS/FEES

International Pavilion staff reserve the right to impose additional regulations, arrangements or rental fees as deemed appropriate within its facilities.

TICKETING

Groups charging admission for their event are required to use the Central Ticket Office for ticketing (928)523-5661.

CANCELLATIONS

If you no longer need this reservation, written notice to our office should be submitted immediately or no later than 5 business days prior to the scheduled event, at International.Pavilion@nau.edu. If you fail to do so, rental fees will still be applicable. Cancellations made within 5 days of the scheduled event will incur a 50% charge of the room rental and cancellations within 48 hours of the event will be billed in full.