



THE
SOUTHERN BAPTIST
THEOLOGICAL SEMINARY

External Event Policies

Introduction

The Southern Baptist Theological Seminary and Boyce College (collectively referred to herein as “SBTS”) have adopted these policies and procedures to reflect the institution’s desire to enhance the experience of the campus community and other organizations and events on campus. Reservations for all conferences, meetings, and events held on campus must be requested through Event Productions. Each reservation request is submitted through an approval process for consideration of event content, scheduling, and space availability to ensure the dedicated religious purpose of our campus.

SBTS will not permit persons or groups holding, advancing, or advocating beliefs or practices that conflict with SBTS’s faith and moral teachings and standards, as set forth in Appendix A (and herein referred to as the “SBTS Beliefs & Code of Conduct”), to schedule, organize, or hold events at SBTS.

*Please initial the bottom of each page before proceeding to the next page.

Beliefs & Conduct

SBTS is an entity of, and was established to serve, the Southern Baptist Convention. As such, it imposes religious standards on users and guests. These standards are reflected in the SBTS Beliefs & Code of Conduct, as set forth in Appendix A. SBTS expects users and guests to conduct themselves in a manner that will in no way detract from or be contrary to these standards. Enforcing these standards ensures that no activities, behavior, or views expressed by persons or groups using the SBTS facilities interfere with the ability and obligation of this institution to communicate and promote its mission. Therefore, SBTS reserves the right to deny usage or to expel any person or group that engages in activities or behavior that SBTS, in its sole discretion, finds inconsistent with the standards set forth herein or if administration deems that denial or expulsion to be in the best interest of the institution.

Clientele

SBTS does not offer accommodations or services to the general public. SBTS conducts business with and offers accommodations only to persons and organizations who adhere to the SBTS Beliefs & Code of Conduct (as set forth in Appendix A) and are one of the following: (i) an affiliate of SBTS (including alumni, trustees, employees, students, and any children of these); (ii) an entity or auxiliary of the Southern Baptist Convention (as defined by the Bylaws of the Southern Baptist Convention); (iii) a member of a Southern Baptist church in friendly cooperation with the Southern Baptist Convention (as more particularly described in the Constitution of the Southern Baptist Convention); or (iv) an approved ministry partner. SBTS reserves the right, in its sole discretion, to ensure the foregoing criteria have been and continue to be met.

Event Planning

Event details must be approved by the Event Productions office and included in the Banquet Event Order (BEO). These include, but are not limited to, room set-up, catering, technology needs, decorations and equipment rental. Details must be finalized and confirmed in a signed BEO no later than 14 business days prior to your event. All other changes made after 14 business days (including on the day of the event) will incur a late fee. Please note that catering numbers can be increased by up to 10% up to six days prior to your event, but cannot be decreased after 14 business days prior.

Charges, Deposits, and Payments

A deposit of 50% of the room fee is due 14 days after the event agreement is sent to the client. A signed agreement is required to confirm the reservation of all event spaces. A 15% premium will be applied to all events taking place on a major holiday while the campus is closed. No events will take place on a Sunday unless an exception is given by the Event Productions Office.

All deposits will be applied to the final balance of the master account. A final event invoice will be sent 4-6 weeks after the event and final payment is due within 30 days of receipt of the invoice.

Cancellation Policy

Room deposits are 100% refundable up to 120 days prior to the event; 50% refundable up to 60 days prior to the event; and 0% refundable 30 days prior to the event or less. Any events canceled within 14 business days of the event are subject to fees up to the total cost of the event.

Force Majeure

Either party may cancel the event without liability to the other party upon the occurrence of any event or circumstance beyond the control of such party, including acts of God, declared war in the United States, acts of terrorism in Louisville, Kentucky, government regulations, disaster, strikes or civil disorder, to the extent that such event or circumstance makes it illegal, impossible, or commercially impracticable for SBTS to provide, or for groups in general to use, the premises of SBTS.

The event cannot be canceled per this section because of general economic conditions, including (without limitation) any recession or governmental budget cuts. Either party that wishes to cancel the event in accordance with this section must provide written notice to the other party identifying the circumstance.

If the event is duly canceled under this section, SBTS shall, within thirty (30) days after such cancellation, refund any deposits made by the client associated with the event. This section does not constrain the right of SBTS to suspend or cancel events held on its campus for any reason whatsoever pursuant to institutional policies and priorities.

Event Space

Notwithstanding anything herein to the contrary, SBTS reserves the right, without liability, to change event space assignments based on institutional priority and service requirements. If an event space change is necessary, SBTS will give the client notification as early as possible.

Events scheduled outdoors must also reserve an alternate venue on campus in case of inclement weather.

Liability/Damage

SBTS will not be responsible for damage or loss of personal articles or equipment left in event spaces prior to, during, or following an event. Any damages to the facilities, furniture, equipment, fixtures, grounds, landscaping, or any other SBTS property will be the responsibility of the responsible party and will result in additional charges, and the client agrees to pay such additional charges to SBTS within 30 days of receipt of the invoice.

Disclosure

Client will be responsible for determining to whom it is necessary to disclose any terms of this Agreement.

Deadlines

All resources and services provided by SBTS for the event should be confirmed in a signed Banquet Event Order (BEO), and are due by the following deadline schedule:

14 business days prior to event:

- Signed BEO
- Event Space Setup (tables, chairs, trash cans, lecterns, etc.)
- Catering menu selections and final guest count
- Technology requests (microphones, projectors, background music, etc.)
- Digital media for technology team (slideshow, music playlist, etc.)
- Miscellaneous resources (decorations, tablecloths, signage, etc.)

Any additional resources requested after 14 business days must be submitted in writing and may incur additional fees. SBTS does not guarantee the availability of additional resources within the 14 business days. In the event that the signed BEO is not received by 14 days prior to the event, the office will consider the BEO final and move forward with it as the plan.

A final meeting to review the BEO will take place between the client and the event coordinator prior to signing the contract.

Event Space Setup

Event space setup will be based upon the requests in the signed BEO. All approved deliveries and decorating by the client must be done within the time reserved on the Event Agreement. Any materials left beyond the scheduled reservation time will be disposed of. *Furniture may not be changed or moved without prior approval from Event Productions.*

Changes made after the room has been set are subject to a service charge of \$200.00. SBTS realizes that events may require a room set change during the course of the event. If the allotted time for the set change is less than four hours, a \$200.00 service charge will be incurred.

Catering

The SBTS Catering Services Department will provide all catering. All catering must be coordinated by the Event Productions office. Due to health code standards all food and beverage items must remain in the meeting/banquet area unless prior approval to remove items during or following an event has been granted by Event Productions. Any event taking place outside of the Honeycutt Campus Center, and Legacy Conference Rooms are subject to additional service or delivery fees.

Additional services based on event needs may incur additional charges.

Please note that catering numbers can be increased by up to 10% up to six days prior to your event, but cannot be decreased after 14 business days prior.

Event Technology

The SBTS Event Technology Department is required to provide an Audio-Visual Technician (AVT) to operate SBTS equipment. The audio-visual service may be limited based on meeting room capabilities or limited equipment availability. All audio-visual and event technology needs must be finalized on your BEO 14 business days prior to your event. If this deadline is not met, SBTS Event Technology cannot guarantee equipment or AVT support will be available. Any changes made less than 14 business days prior to your event are subject to additional charges. Events needing AVT services taking place on major holidays will incur a 15% premium. SBTS Event Technology has a relationship with local rental companies if you need additional equipment. For more information on rental equipment, as well as all audio-visual fees and labor charges, contact your Event Coordinator.

Decorations

Decorations and other materials may not be attached to any wall, wood surface, mirrors, picture, or light fixtures inside or outside. Glitter, confetti, nails, screws, tape, adhesives, hot wax, staples or other similar fasteners may not be used. Only no-drip pillar or votive candles may be used in banquet spaces. Fireworks, including sparklers and other flammable substances may not be brought onto SBTS property. Weddings hosted on campus may not use rice or birdseed. All decorations must be removed from event space immediately following the event. At the end of the event reservation time, SBTS reserves the right to dispose of any remaining materials without liability.

Tablecloths

All tables must be covered by a tablecloth which will be provided by the Event Productions office at \$4.50 per cloth. Any request to use another tablecloth will require written approval by the Event Productions office.

Signage

All signage must be coordinated and produced by the Event Productions office, no additional signage is permitted. Pedestal signs are \$5.00 each. Laminated interior 8.5”x 11” are \$1.00 each, available in select locations.

Events Staff

A member of the Event Productions staff will serve as the main point of contact for the duration of the contracted event time, and a minimum of 30 minutes preceding. If additional staffing is needed at an event there will be a \$20 charge per additional staff member per hour. These charges will be reflected in your BEO.

Prohibited Activities

SBTS will not tolerate any violation of its Beliefs & Code of Conduct (as set forth in Appendix A) or External Events Policy. Additionally, dancing, smoking, electronic cigarettes, and alcoholic beverages are prohibited on SBTS premises. Pets are prohibited on all SBTS property with the exception of service animals.

Communion is not allowed as part of meetings, seminars, retreats, weddings, or other events held at SBTS. A group may petition for an exception to the policy if the group represents a local church body.

Sales

Sales of books, music, souvenirs, or other items are not allowed without prior written consent of Event Productions.

Rental Equipment

Event Productions must grant written approval for any rental equipment. SBTS does not accept the responsibility for the damages of any merchandise, rental item, or article left in the event space prior to, during, or following the event.

Parking

Parking is permitted in any non-restricted parking areas. Parking on grass, entry circles, sidewalks, and fire lanes is prohibited.

Shuttles

Shuttles for an event may be contracted through an external shuttle service via the Event Productions office; this charge will be reflected in your BEO.

Campus Police

Campus Police provides 24-hour patrol on campus and can be reached 24/7 at 502-897-4444, in the case of an emergency. Depending on the nature or size of an event, Campus Police may require security services. Security services will consist of sworn law enforcement officers hired by Campus Police. The cost of security services will be determined based on the current market rate for off-duty officers at the time of the event and will be provided to the customer prior to finalizing a contract. Additional police services such as parking, executive protection, or other assistance may be provided for an event through a written request to Event Productions. Campus Police in conjunction with Event Productions will determine if the nature of the event is such that security services or additional security services will be required regardless of the number of guests. Please see the following guidelines for general requirements for security requirements based on the size of the event:

- 1-299 guests - no additional officers needed
- 300-499 guests - 2 officers required
- 500-799 guests - 3 officers required
- 800 + guests - 4 officers required

Signature: _____ **Date:** _____

Appendix A: SBTS Beliefs & Code of Conduct

For purposes of the External Events Policy of The Southern Baptist Theological Seminary and Boyce College (collectively referred to herein as “SBTS”), the SBTS Beliefs & Code of Conduct shall collectively mean SBTS’s [mission statement](#), confessional commitments (the [Abstract of Principles](#), the [Baptist Faith & Message 2000](#), the [Chicago Statement](#), the [Danvers Statement](#), and the [Nashville Statement](#)), and SBTS’s Community Standards and SBTS’s Sexuality and Gender Identity Policy (each as set forth in the SBTS Student Handbook and reproduced below). All institutional decisions related to activities, behavior, or events hosted at SBTS will be made in accordance with the foregoing standards, and SBTS will be the final interpretative authority on the meaning and application of such standards. SBTS will not cooperate in events, activities, or beliefs that are contrary to its standards of faith as set forth herein.

SBTS Community Standards (from the SBTS Student Handbook)

The Southern Baptist Theological Seminary and Boyce College cultivate and promote an atmosphere for intellectual, emotional, social, moral, and spiritual growth, and seek to remove hindrances to such growth. We are committed to developing virtues exhorted in the Word of God, while avoiding attitudes and actions that His Word condemns as sinful.

Proper Christian character and behavior is founded on the responsibility to love God wholly and to love one’s neighbor as oneself. Virtues include love, kindness, faithfulness, prayerfulness, forgiveness, truthfulness, patience, humility, and modesty.

The character and life decisions of all community members should demonstrate integrity appropriate to Christian service that glorifies God — even choices of appearance and entertainment, food and beverages, etc., are occasions for and a reflection of Christian character. Some actions and attitudes are incompatible with our commitment to God’s Word and cannot be permitted.

- All students must participate actively in a local congregation through full membership or watch-care status. Watch-care status in a local church is acceptable when supported by both the home and local church.
- Resolution and reconciliation are best accomplished in Christian love with candid communication. If intractable, Christian mediation should be sought apart from secular litigation. Students should seek resolution through the Complaint Procedure within Institutional channels and in accordance with this Handbook.
- Sexual misconduct violates the image of God and the sanctity of the marriage covenant. Violations of sexual purity include harassment or assault, homosexual or premarital sexual activity, the use of pornography, and marital infidelity.
- Any blurring of the boundary between maleness and femaleness is contrary to biblical standards and God’s good design in creation. Therefore, compliance with the Sexuality and Gender Identity Policy as more particularly set forth in this Handbook is always required.
- Abstinence from alcoholic beverages, intoxicants such as marijuana, and illegal substances is always required, regardless of personal conviction or ecclesiastic tradition. The use or abuse of any such substance is not acceptable.

- Academic dishonesty violates the integrity of Kingdom work and witness. The standard for academic integrity is violated by cheating, inappropriate use of artificial intelligence, plagiarism, or the misappropriation of library materials.
- Respect for persons is expected of community members, and is incompatible with lying, gossiping, profanity, defamation, hateful actions, or any threats to personal safety, including hazing, bullying, stalking, or any kind of harassment.
- Biblical stewardship of property and resources is expected. Respect for private and public property precludes theft or vandalism. Financial malfeasance cannot be tolerated, such as neglect of economic obligations or gambling.
- Activity that violates federal, state, or local laws is unacceptable in accordance with the biblical instruction of obedience to governing authorities.

Disciplinary procedures are characterized by Christian love and for the purposes of redemption and wholeness. This Handbook prescribes steps to instruct, influence, discipline, or dismiss those who disregard these Community Standards.

Community Standards pertain to all who are associated with the Institution. Members of the Institutional community include the administration, faculty and staff, residential and online students, corresponding participants in Extension Centers, and the immediate families of these.

The Institution expects campus guests to conduct themselves in a manner that will in no way detract from or be contrary to these standards. The Institution reserves the right to deny usage or to expel any group or individual that engages in activities that the Institution, in its sole discretion, finds inconsistent with these standards or if administration deems denial or expulsion to be in the best interest of the Institution. Students are responsible for ensuring their guests comply with these Community Standards.

The Institution establishes these Community Standards in obedience to the moral precepts of the Bible as God's Word (as understood and interpreted through the lens of the Institution's confessional commitments: the [Abstract of Principles](#), [The Baptist Faith & Message 2000](#), the [Chicago Statement](#), the [Danvers Statement](#), and the [Nashville Statement](#)) and in keeping with the enduring teachings and commitments of the Christian church. The Institution reserves the right to interpret and apply these standards, and the biblical and confessional commitments upon which they are founded, in its sole discretion.

SBTS Sexuality and Gender Identity Policy (from the SBTS Student Handbook)

The Institution's policy regarding sex, sexuality, and gender identity is grounded in the teachings of the Bible as understood in the Institution's confessional commitments, including the [Abstract of Principles](#), the [Baptist Faith & Message 2000](#), and [the Nashville Statement](#). This policy is intended to address transsexualism, transgenderism, and related gender identity issues. All Institutional decisions related to such issues will be made in accordance with the foregoing biblical standards and confessional commitments, and the Institution will be the final interpretative authority on the meaning and application thereof.

We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experiential perception of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness in keeping with His purposes and will.

With this foundational understanding of creation, fall, and redemption, we do not support or affirm the resolution of a psychological identity discordant with one's birth sex. Similarly, we do not support or affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. Although, as a Christian residential institution of higher learning, we will respect those whose moral views diverge from ours, we will make Institutional decisions in light of this policy regarding housing, student admission and retention, hiring and employee retention, use of bathrooms, locker rooms, attire policies, use of pronouns, participating in sex-specific campus groups, clubs and organizations, and other matters.

In all matters and circumstances, we regard sex at birth as the identification of the given biological sex of each member of our constituency. Any blurring of the boundary between maleness and femaleness, such as identifying oneself as a transvestite, transsexual, or transgender, is contrary to biblical standards.

We must view the actions or intentions of those seeking fundamental changes of any kind from one's sex at birth as a rejection of the biblical and theological understandings to which this Institution is committed, and hence as grounds for removal from consideration for enrollment for a student applicant, and as grounds for termination of enrollment for a current student. The same is true for persistent or exaggerated examples of cross-dressing, or other expressions or actions that are deliberately discordant with birth sex.

Members of the Institutional community and guests of the Institution are expected to conduct themselves in a manner consistent with, and that will in no way be contrary to, this policy. Conduct consistent with this policy includes, but is not limited to, the following: (i) using restrooms and bathing facilities which correspond to their birth sex; (ii) maintaining personal appearance and self-presentation in accord with their birth sex; and (iii) using pronouns that are in accord with their birth sex.

Compliance with this policy requires all subject to it to notify the Institution of any violation of this policy, past or present. Decisions stemming from this policy will be handled in a sensitive manner and on a case-by-case basis.