



## MSU FOUNDATION/ALUMNI CENTER FACILITY USE POLICY

### INTRODUCTION

The MSU Foundation/Alumni Center is owned by the MSU Foundation, a separate non-profit organization. As such, the MSU Foundation reserves the right to limit use of the facility's Great Room and Conference Room to meet the goals and priorities as stated below.

### PURPOSE

To provide a place for the MSU Foundation (MSUF) and MSU Alumni Association (MSUAA) to hold meetings and events to promote and realize their missions.

To provide, when available, a facility for activities that are directly connected to the regular business of the University.

### POLICY

#### 1. Eligibility and Priority of Use

Official MSUF and MSUAA functions have first priority in the use of the facility's Great Room and Conference Room.

When available, the rooms may be rented to MSU USERS--administration, faculty, staff, departments/colleges and registered student organizations-- who may schedule MSU business-related functions on a first come, first serve basis. Business-related functions include: MSU meetings, conferences, lectures, phonathons, dinners, banquets, and dept/college receptions.

#### 2. Hours Available

When not in use by the MSUF or MSUAA, the Great Room and Conference Room are available Mondays through Fridays no earlier than 8 a.m. and no later than 10 p.m. (including cleanup) unless prior arrangements have been made. Dinners, receptions or holiday functions may begin no earlier than 5 p.m. so that MSUF & MSUAA staff's ability to conduct business is not affected. Please note that the MSUF Phonathon is in process most evenings during the Fall and Spring semesters. Because of the Call Center's close proximity to the Great Room, consideration of the callers is appreciated regarding event noise levels.

### 3. Reservations

MSU USERS may reserve, if available, the Conference Room and/or Great Room up to, but no more than, six (6) months prior to the event. Due to congestion problems and noise, if the Great Room or Conference Room is reserved by an MSU USER, the remaining room will not be reserved without the approval of the first MSU USER group. MSUF/MSUAA staff may use the vacant rooms as needed.

MSU USERS must contact the MSUF Office & Events Manager to schedule dates and receive an e-mailed *Facility Use Request Packet* which includes facility use policy, information, reservation forms and a Great Room set-up plan. Signed forms must be returned to the MSUF Office & Events Manager at least two (2) weeks prior to the event. See Section 9 for events with alcohol guidelines.

### 4. Building Use Fees

MSU USERS will be charged fees for use of the building in order to provide room set-up, take-down, maintenance and repairs. Rates are listed below and are also in the *Facility Use Request Form* fee schedule. Rate charges are subject to change. Equipment, including the smart podium, may be rented and fees are listed on the fee schedule in the Request Form Packet. An invoice will be sent to the MSU USER after the event.

#### Room Charges

Conference Room	0-4 hrs	\$ 65.00
	4-8 hrs	\$ 90.00
	8+ hrs	\$115.00
Great Room	0-4 hrs	\$140.00
	4-8 hrs	\$190.00
	8+ hrs	\$215.00
Food & Beverage Charge (per day)		\$ 25.00
(charged any time food and/or beverages are served)		

MSU USER fundraising phonathons will be charged ½ the Great Room fee per day, a phone line fee of \$8.00 per line used per phonathon, and any long distance phone charges.

Additional charges will be made to the MSU USER after an event if extra cleaning is necessary or there is damage to the facility or its contents.

### 5. Foundation/Alumni Center Use

The custodial staff will provide set-up and take-down of all furniture, equipment, etc. before and after events. No custodial staff is available during an event. MSU Users may not move the furnishings or equipment. Other furniture may not be brought in without approval of the MSUF Office & Events Manager. Tape, nails, tacks, pins, staples, etc., may not be used on walls, woodwork, or pillars.

The MSUF and MSUAA staffs do not provide assistance to MSU USERS. Nor does the MSUF or MSUAA provide private offices, office supplies (pens, staplers, tape, etc.), office phones, computers, catering supplies, fax or copy services to MSU USERS or their guests.

MSUF building furniture and equipment such as tables and chairs are not available for use outside of the building.

The basement area is restricted to the use of MSUF and MSUAA staff only.

## **6. Parking**

The MSUF's parking lot is located south of the building. Seven (7) visitor parking spaces (marked by 'x') are available on the north side of the lot - front section (east of garbage enclosure). Remaining spaces must be left available for MSUF and MSUAA staff during regular business hours. If additional parking is needed for event guests, please purchase campus hang tags from MSU Police and distribute to attendees in advance of your event for access to nearby campus parking lots. Event attendees should not park in parking lots adjacent to MSUF property or they may be towed.

## **7. Building Protocol**

During regular working hours this facility houses the staff of the MSUF and the MSUAA. The staff and the guests using the building must have consideration for each other to allow the functions of both to coexist.

Children must not be left unattended in the building or on the grounds.

Meeting materials, equipment, or personal items must not be left unattended in the meeting rooms. If the event is held for more than one day, these items must not be left overnight in the building unless prior arrangements have been made with the MSUF Office & Events Manager. The MSUF is not responsible for securing the safety of said items.

## **8. Food/Catering - The MSUF is not responsible for any clean up of food or dishes**

MSU USERS may employ the caterer of their choice or may bring in store-bought or pot-luck food items. Kitchen facilities are designed to assist in the service of meals—***not for cooking of meals***. A stove/oven is available for warming food.

Food and beverages are allowed in the Great Room and/or Conference Room under the following conditions for clean-up:

- a) If using MSU Catering, it is recommended that a wait person be hired for serving and clean up. If MSU Catering is only delivering food, the MSU USER is responsible for cleaning up the room and making arrangements with MSU Catering to pick up their items prior to the end of the day. If MSU Catering has not picked up their catering items by the time the

event is over, it is the responsibility of the MSU USER to move all left-over food, beverages, serving pieces, tablecloths, etc. into the kitchen, to dispose of garbage in the kitchen garbage can, and to make sure the Great Room or Conference Room is cleaned up.

- b) If using another caterer or doing a pot-luck, all items, including food/beverages, dishes, cups, silverware, serving pieces, tablecloths, etc. must be cleaned up, disposed of in the kitchen garbage can, and/or taken out of the building by either the caterer or MSU USER before the MSU USER leaves the premises.

## **9. Alcohol**

In the event alcohol is to be served, the MSU USER agrees to fully comply with all laws, rules and regulations governing the serving and consumption of alcohol as well as any other laws and regulations governing the event. MSUF assumes no responsibility for or liability associated with the serving or consumption of alcohol during events held in the MSU Foundation/Alumni Center that are not sponsored by the MSUF.

A completed *MSU Bozeman Events with Alcohol Request Form*, which is required if alcohol is to be served at an event, is found on-line at: <http://www.montana.edu/ufs/catering/request/>. This form addresses both the University and MSUF alcohol policies/requests and must be submitted at least three (3) weeks prior to the event.

## **10. Tobacco and Drugs**

Tobacco and illegal drugs are not permitted in the MSU Foundation/Alumni Center. Any such use will constitute a breach of agreement and will result in the immediate eviction of any violators and possible cancellation of the entire event, and the assessment of charges for any cleaning and/or maintenance made necessary by the use or presence of tobacco and/or drugs. All areas within 25 feet of the building exterior are designated "smoke free."

## **11. MSUF/MSUAA Facility Use Committee**

The MSUF/MSUAA Facility Use Committee shall act in all matters regarding MSU Foundation/Alumni Center Facility Use Policy. The committee will consider only major changes in policy and unusual requests that the MSUF President/Chief Executive Officer feels need to be reviewed.

## **12. Policy Abuse Rule**

If the stated policy rules are abused or ignored, room rental privileges will be denied to the MSU USER for twelve (12) months commencing with the date of the infringement.

### 13. Number Limitations

		(number of persons)
<u>Great Room</u>	Sit down dinner	100
	Theater style	130
	Standing	130
<u>Conference Room</u>	Seated around table	16
	Additional seating	15

### 14. Safety

**Address: 1501 South 11<sup>th</sup> Ave., Bozeman MT 59717 (corner of South 11<sup>th</sup> Ave. and Lincoln)**

**Phone: 406-994-2053**

**For 911 emergencies:** Calling "911" on the first-floor, west entrance analog phone or Great Room kitchen analog phone will notify campus police. If 911 is called on a cell phone, Bozeman police will answer call and will notify campus police.

Fire extinguishers are located at both ends of the first floor hallway, north end of the second floor hallway and in the Great Room kitchen.

An Automated External Defibrillator (AED) is located by the west entrance to the building and is available for use by someone who has Red Cross training in CPR/AED. If the AED is used in an emergency, please notify the MSUF Office & Events Manager as MSU Safety and Risk will need to reset the equipment.

### 15. Liability

The MSU USER will reimburse the MSUF for any and all damages caused to the facilities and/or the equipment therein.

The MSU USER hereby assumes all responsibility and liability for the requested use and agrees to indemnify and hold the MSUF harmless from any and all loss, damage, or injury to any person or property arising from use of the facilities.

The MSU USER will be solely responsible to provide adequate supervision of all persons and the activities conducted in the MSUF facility.

The MSU USER agrees to fully comply with all laws and regulations governing the event including, in the event alcohol is to be served, full compliance with all laws, rules, and regulations governing the serving and consumption of alcohol. MSU USER agrees to compliance by completing the on-line *MSU Bozeman Events with Alcohol Request Form* at least three (3) weeks prior to the event (see Section 9 for more information).

### 16. Animals

Animals are prohibited in the facility except for guide dogs and assistance dogs. The MSU USER is responsible for cleaning up after service animals.