

## ALUMNI CENTER RENTAL POLICIES

### 1. ELIGIBILITY FOR USE

Everyone is eligible and welcome to rent space in the Southeastern Alumni Center.

Rental rates are based on three levels of pricing: public/business, university (for university-related entities), and registered student organizations.

Lifetime Members of the Southeastern Alumni Association, as a member benefit, will receive a 30% discount off the public/business rental rate.

Student Organizations/University Departments: Recognized student organizations and University departments may reserve space for meetings, socials, and other approved activities in conformity with University policies and regulations free of charge once a semester pending pre-approval from the Alumni Office. Any organization that reserves facilities outside of normal business hours may be assessed a fee to cover out-of-pocket expenses. Student organization rates have been established and reflect a discounted and affordable rate. Student organizations are expected to follow all facility guidelines and policies. An online Registration of Activity Form must be submitted at least fourteen (14) days prior to the event unless other policies apply such as, but not limited to, alcohol serving events and dances.

### 2. HOURS

The office hours of the Southeastern Alumni Association are Monday through Thursday, 7:30 am - 5:00 pm, and Friday, 7:30 am – 12:30 pm. Summer hours are Monday through Thursday, 7:00 am – 5:30 pm.

Events scheduled in the Alumni Center may begin no earlier than 7:00 am on any day of the week and must end by midnight. The building must be vacated by 12:30 am. The Alumni Center will be locked during all non-business hours except for one-half hour prior to a scheduled event and continuing until the conclusion of that event. Exceptions to set hours will be approved by the Alumni staff.

### 3. RESERVATION PROCEDURES

Reservations at the Southeastern Alumni Center must be scheduled in advance through the Alumni office. Inquires can be made via phone to 985-549-2150 or via email at [alumni@southeastern.edu](mailto:alumni@southeastern.edu).

Following an inquiry and booking, an agreement with quoted costs will be forwarded for signature. Deposits are required for public events. All reservations will be made on a first-come basis and will be based on availability of space and compliance with the guidelines of this policy.

Deposit: To confirm a reservation for a non-university purpose, a deposit in the amount of \$100 for weekday use or \$250 for night/weekend use, and a signed rental agreement are required. Deposits and signed rental agreements for non-university events must be received within two weeks of the date on which the reservation was made. If a deposit and rental agreement are not received within two weeks of booking, the reservation will be canceled and the space will be available to other groups.

Each meeting or scheduled event must have a contact person who will be:

- Present at the event from beginning to end
- Responsible for the behavior and demeanor of the guests
- The spokesperson for the group
- Responsible for any damages and/or property loss incurred during the event

Clean-up: All clients are responsible for leaving the Southeastern Alumni Center orderly after use and are responsible for any damages incurred. An additional clean-up charge may be assessed for spaces not left in a satisfactory condition, as determined by the Alumni staff and addressed in the rental contract.

Set-up and Staffing Policy: The Alumni staff will verify that there is adequate time and staffing to set up the requested event before it is confirmed and contracted.

The Alumni office will ensure that the contracted areas are set up to the client's specifications prior to the event at the time specified on the rental contract.

Setup requests must be made in advance with the Alumni office and must be finalized at least two weeks prior to the event date.

Additional fees may be charged for changing layout or equipment needs less than 24 hours prior to an event.

Restrictions: Some restrictions not listed may apply at the discretion of the Alumni office, but will be discussed beforehand with the client.

#### **4. PAYMENTS & BILLING**

Acceptable forms of payment are credit card (Visa, Master Card, Discover, and American Express) or check. If paying by check, make payable to "Southeastern Alumni Association."

The total bill and/or the remaining balance is due five working days prior to the event. The client will be billed for any charges after payment has been received. Unpaid balances remaining after 30 days from the balance due date shall be subject to a late charge. Late charge is 1.5% per month. The Alumni office reserves the right to require additional deposits and credit references for clients using the Alumni Center.

#### **5. CANCELLATION POLICY**

Cancellations will be accepted provided that notification is given in writing to the Alumni staff. The Alumni office reserves the right to charge the client for any costs incurred prior to cancellation. Contact the Alumni Center staff for more information on cancellation fees.

#### **6. LIABILITY**

Each client shall indemnify and hold harmless the Southeastern Alumni Association, Southeastern Louisiana University, and the University of Louisiana System, State of Louisiana and its agents and employees against any and all damages, claims, liability due to loss of the property of others, or any other liability arising out of its use of the Southeastern Alumni Center.

#### **7. PARKING**

Parking is available in the Alumni Center parking lot in front of and west of the Alumni Center and will be discussed with the client during the rental process. If other events are being held at the University Center, and/or other entities occupying the parking lot for events, parking will be available on a first-come basis.

#### **8. EQUIPMENT & LINEN RENTAL**

Audio-visual equipment and white linens are available for rent through the Southeastern Alumni Center. Arrangements for these rental items must be made in advance, preferably at the time of the reservation. Alumni staff will be responsible for basic equipment setup but cannot guarantee that anyone would be on hand for technical support.

All equipment and/or linens rented in the Alumni Center are the responsibility of the renter, who will be held responsible for damages incurred.

## **9. FOOD & BEVERAGE**

All food and beverages must be contracted through an approved Alumni Center caterer. No food or beverage may be brought to the Alumni Center from any other source, which includes personal baked/cooked items.

No china service (plates, silverware, goblets, and napkins) is provided by the Alumni Center.

Clients should work directly with the approved caterers for information regarding availability, pricing, and menus.

## **10. ALCOHOL**

Approval to serve alcohol must be obtained from the Alumni staff at the time of reservation. A request for alcoholic beverage service must be completed and submitted by the Alumni office to the University. The Southeastern Alumni Center strongly adheres to the laws and regulations of the State of Louisiana pertaining to service and the consumption of alcohol. If the event is approved for service of alcoholic beverages, the following requirements will govern the event:

All alcohol must be approved by both the Alumni Center and the University at least 2 weeks prior to the event.

Only persons of legal drinking age may possess, be served, or be permitted to consume alcoholic beverages.

When alcoholic beverages are served, non-alcoholic beverages and food must also be made available to guests.

## **11. SMOKING**

The Southeastern Alumni Center and its grounds are smoke-free.

## **12. SECURITY**

Certain events may require the services of University police officers at an additional charge to the client. This will be arranged by the Alumni staff if required for the event and added to the client's final invoice.

## **13. DECORATIONS**

All decorations and furniture setups must be approved and coordinated in advance with the Alumni staff. Final furniture setups must be confirmed two weeks prior to the event.

Decorations may not be affixed to the walls, ceilings or doors of the Alumni Center unless approved in advance by the Alumni staff.

Nails, hooks, tacks, screws, and bolts may not be used on any surface, wall, floor, or furnishing at the Alumni Center. Painters' tape and Post-It flip chart pages are the only items that may be affixed to the wall.

No glitter, sprinkles, confetti, or fog machines will be allowed in the Alumni Center or exterior grounds.

No posters or banners will be permitted on the Southeastern Alumni Center building exterior or grounds without the consent of the Alumni staff.

Use of candles is restricted to enclosed flames (e.g. votive or hurricane lamp). The flame must be at least one inch from the top of the container or floating in water.

The Southeastern Alumni Center staff reserves the right to prohibit use of other items, decorations, or equipment on Alumni Center property.

All decorations must be removed and cleaned up at the conclusion of the event.

#### **14. DELIVERIES**

All deliveries must be coordinated through the Alumni staff. The Southeastern Alumni Association cannot assume any responsibility for items left by the caterer, rental company, or client.

#### **15. ENTERTAINMENT**

The use of live music, as well as sound amplification systems inside or outside the Alumni Center, is subject to the approval of the Alumni office.

#### **16. AUTHORIZED AREAS**

Clients will have access to authorized areas only as specified in the Rental Contract.

The client, members, supporters, and participants will not have access to office spaces throughout the building, including the front desk reception areas during the contracted event. Computers, telephones, and other equipment in these offices and at the front desk are not available for event and/or participant use.

The client is responsible for keeping its various members, supporters, and participants within the authorized contracted areas.

The client or responsible party identified in the contract must be present for the specified time in the contract and will accept full responsibility for any damage and/or missing property.

The client is responsible for informing guests, volunteers, and participants, as well as all others involved with the event about the Southeastern Alumni Center policies and procedures.

#### **17. GROUNDS**

Use of the Southeastern Alumni Center grounds is restricted to groups that have reserved the space through the Alumni office. All guidelines pertaining to use of the interior rooms of the Alumni Center are also in effect for the outside grounds. Tents and other external needs must be arranged by the Alumni staff.

The following rules must be followed:

- No smoking on the grounds. Southeastern Louisiana University's campus and grounds are smoke free.
- Sound systems may not be used outside the Alumni Center without approval by the Alumni staff.
- Damages to the grounds will result in additional costs to the user.

#### **18. CHILDREN**

Children are welcome at the Southeastern Alumni Center. If the child is under 16 years of age, he/she must be under the supervision of a responsible adult at all times. All event attendees, including children, must limit their

use of the Alumni Center to the designated area for the event and associated hallways and restrooms unless special arrangements have been made.

**19. ANIMALS**

Animals are not allowed in the Alumni Center or on its grounds, except for those licensed to assist persons with disabilities.

**20. COMPLIANCE**

The Southeastern Alumni Association reserves the right to deny use or future use of its facilities to any person or organization not complying with the Association's policies and procedures.

