

Occupancy Guide for Central Michigan University's Off-Campus Facilities

We are pleased to offer the use of our space for your meeting or event. The following policies and procedures have been developed to ensure a comfortable environment for you and in recognition of the fact that this facility is actively used for educational programming and related administrative functions.

I. Terms

1. Any use of the facility before or after regular hours for the Off-Campus Facility location will incur an additional staffing fee of \$25.00/hour/employee and must be arranged ahead of time. This staffing fee is in addition to any other amounts charged or incurred. User initial_____
2. If, at the sole discretion of Off-Campus Facility staff, the room/facility is not left in the condition in which it was found, the user will be charged a \$50.00 cleaning fee. Off-Campus Facility will charge and User will pay any and all actual costs related to re-painting, replacement, repair, or restoration of the reserved area that is necessitated by their use of the facility. User initial_____
3. Groups/individuals will be required to provide a current certificate of insurance with adequate public liability insurance in amounts not less than \$1,000,000.00 as to any one occurrence for bodily injury and \$300,000.00 for property damage to cover the occurrence of property damage or bodily injury arising out of or during the use of the facility. The certificate of insurance will name Central Michigan University as an additional insured. The User will furnish evidence of such insurance coverage to the Off-Campus Facility prior to its use of the facilities.
4. The User agrees that Off-Campus Facility staff may enter the facility at all reasonable times to inspect for conformity with the Facility Use Agreement and these guidelines.
5. All events must be in keeping with the educational mission and outreach of the Off-Campus Facility and Central Michigan University and must uphold the high standards and values of the institution.
6. Failure to abide by these guidelines, as determined by Off-Campus Facility staff, will result in your dismissal from the facility and the forfeiture of all fees.

I have read this section and understand my responsibilities as User_____ (initial)

II. Reserved Space/Additional Services

1. The Facility Use Agreement only allows use of the space(s) described in the agreement, the furnishings therein and the restrooms. The use of other rooms, offices, or common areas is not provided through your agreement, unless otherwise specified. We ask that your meeting be contained to the room(s) rented and that it not overlap into other areas not covered by your agreement.

2. The Off-Campus Facility's equipment, tools, or furnishings (except those provided in the reserved space) located on or about the described facility space may not be used without prior approval.
3. Should your meeting require internet access or the use of any the Off-Campus Facility's electronic or media equipment, arrangements must be made in advance. Unless arrangements have been made ahead of time, Off-Campus Facility staff will not be available to assist you with technical support.

I have read this section and understand my responsibilities as User _____(initial)

III. Occupancy Rules

1. Off-Campus Facility staff will be available to greet you upon arrival and direct you to your meeting room. They are not available to arrange catering, business services (such as copying, faxing, etc.), nor make arrangements on your behalf for those services. **We highly recommend that a member of your party be designated to handle those arrangements on your behalf.**
2. Food and beverages will not be allowed in the facility without prior approval.
3. Smoking, is prohibited within the facility, as is the use of fire or the use/possession of any combustible or flammable materials.
4. No alcohol is allowed within the facility.
5. All groups/individuals using the facility are expected to adhere to the laws of the State where the facility is located, all local and federal laws, and general policies, regulations, and guidelines (including those contained within this document) of Central Michigan University.

I have read this section and understand my responsibilities as User _____(initial)

Approved Off-Campus Facility Representative:

_____Date _____
Signature

I affirm that I am a duly authorized representative of my organization to accept and bind this agreement.

_____Date _____
Signature