

**Facility Use Agreement**  
**Lang Conference and Guest Center**  
**Located in the Ortner Center on the campus of Union College**

Rental Customer: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ NE Tax Exempt ID: \_\_\_\_\_

Address: \_\_\_\_\_

**I. Reservations**

- Reservations for meeting and/or guest accommodations within the Conference Center are handled through the Guest Services staff. A signed Use Agreement accompanied by a credit card number or cash payment in full must be received prior to final confirmation of a reservation.
- Union College Guest Services reserves the right to cancel / reschedule the event six-months prior if it conflicts with an event which is a priority to conducting the business of the college.

**II. Restrictions**

- The Conference Center shall not be used for unlawful purposes.
- User may be asked to vacate a room if the meeting extends past the reserved time.
- User must require all participants to observe these guidelines and all applicable fire, occupancy and building codes. User will be financially responsible for damage caused by either participants and/or observers of the event or occurring as a direct result of the event.

**III. General Rules of Use**

- If significant problems are noted with the following General Rules of Use, notice may be given that requests for future meetings will not be honored.

**Animals**

- Service animals are allowed. All other animals are prohibited.

**Banners/Posters/Displays**

- Banners/Posters/Displays may be placed in locations approved by the Guest Services director. User must supply the display system. Scotch or masking tape or any type of screw or nail may not be applied to surfaces walls to attach objects. Wall mounting tabs that will not leave a residue are available from Guest Services staff.
- Approved posters may be placed on easels in designated areas.

**Cancellations**

- All cancellations must be confirmed in writing; fax or e-mail is acceptable. To receive a full refund, notice of cancellation must be received 48 hours prior to start of the event which will be documented by the time the fax or e-mail is received. After 48 hours, a 50 percent refund will be given.

**Children/Youth**

- Children/youth must be accompanied by adults who will be responsible for the actions of the children/youth.

**Clean-Up**

- Spills or other accidents are to be reported to the Guest Services staff immediately.
- User is responsible for assuring that all trash has been placed in appropriate receptacles before vacating the room(s).

**Decorations**

- Decorating may be done if User furnishes decorations. User must receive approval from the Guest Services director for decorations and scheduled set-up.
- The following are not allowed for any reason: flames, confetti or like items.
- Nails, pins, or tape cannot be used. Removable wall mounting tabs that will not leave a residue are available from Guest Services staff.
- Furniture and fixtures cannot be moved.
- User is responsible for removing and placing all decorative materials in trash receptacles.

**Decorum**

- Loud, rude, or riotous noise and/or disorderly conduct will not be tolerated.
- Climbing or walking upon any piece of furniture or equipment is prohibited.

**Deliveries**

- Arrangements must be made with the Guest Services director for any deliveries made to the Conference Center prior to or during the event.

**Electrical Outlets**

- The Conference Center does not allow equipment to be plugged into outlets without prior authorization. Many items will not be approved because of the potential for overload of the system.

**Enforcement**

- If damage to buildings, grounds, or equipment is noted, the Conference Center will charge the agency responsible for the cost of repair, replacement or cleaning charges.

**Equipment**

- A limited amount of equipment is available at no charge to User. User—at own expense—may supply or rent additional equipment. The Conference Center will not assume liability for such items delivered or stored on the premises.
- Equipment brought in must be approved in advance upon reserving space and must be removed immediately following an event.
- Conference Center equipment may not be moved from a room or tampered with. All adjustments to equipment must be made by Guest Services staff.

**Firearms**

- No firearms are allowed on campus except those carried by law enforcement officers.

**Floral/Plants**

- All floral arrangements and plant matter brought into the building must be clean and pest free.

**Food and Beverage**

- All food and beverages to be consumed or distributed on the premises must be obtained through the campus dining services. The caterer may not be able to provide food or beverage items that have potential to leave permanent stains.
- User-manufactured food or beverage products may be approved for distribution if permission is requested from the Guest Services director prior to the start of the event.
- Alcoholic beverages will not be allowed on the premises.
- Food and beverages taken into a meeting room must be disposed of in appropriate receptacles.
- As an alternative to catered events within the Conference Center, User may consider off-premise dining options.
- If beverages are spilled in hallways or rooms, User must notify Guest Services staff immediately so that spot cleaning may be done.

**Messages**

- Guest Services staff will deliver messages in the event of a medical emergency. User must deliver all other messages.

**Occupancy Capacity**

- The User is responsible to ensure the legal occupancy limit is not exceeded at any time during use.

**Parking**

- Attendees can park without charge in designated areas on city streets or parking lots.
- Guests who park in restricted guest parking must receive a permit from Guest Services staff which must be placed on the dashboard of the car.

**Personal Property**

- The Conference Center is neither responsible nor liable for the theft, loss, or damage to materials, equipment, or other personal property of the User.

**Security**

- The Conference Center may determine additional security is needed for certain events. User may be responsible for the costs of additional security.

**Set-Up**

- The Conference Center will do its best to provide User with the desired set-up if request is submitted two-

weeks in advance. Conference Center may not be able to provide set-up as requested if information is received after that time. In those instances, the Guest Services staff will inform the User of the set-up to be provided.

- o Once a room is set up for User, User will not rearrange the room. If changes must be made, User will contact the Guest Services staff. The Conference Center will not allow rearrangement of a room that has "permanent" seating.

**Smoking**

- o User must comply with campus smoking policy which prohibits smoking anywhere on the campus.

**Staffing**

- o Guest Services staff is available from 7:30 a.m. until 5:30 p.m. Monday through Friday. Evening, holiday or weekend events may incur a staffing surcharge.

**IV. Confirmation of Space**

- o This Use Agreement will provide to User the facilities as noted for the date(s) specified.

- Tribute Terrace \_\_\_\_\_  Lang Lobby \_\_\_\_\_
- Hagen Conference\* \_\_\_\_\_  Bollinger Conference\* \_\_\_\_\_
- Shawnee/PorterCare Conference \_\_\_\_\_  Shawnee Conference \_\_\_\_\_
- Porter/Care Conference \_\_\_\_\_  Guest Rooms # \_\_\_\_\_

\*Permanent Seating

- Charge Master Account  Guests Pay

**V. Rate Estimate**

- o The estimated rate for User to use the facility as outlined in this Use Agreement is \$ \_\_\_\_\_ based on information currently provided to the Conference Center. Changes in specifications and needs may affect this price quote.

**By signing this document, the Rental Customer agrees to comply with and be bound by the terms of this Agreement.**

**RENTAL CUSTOMER USER**

**GUEST SERVICES DIRECTOR**

(Signature) \_\_\_\_\_

\_\_\_\_\_

(Printed Name) \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_