



HERITAGE CHRISTIAN UNIVERSITY  
**Facility Rental Usage Agreement**  
 For the 2020-2021 School Year

**Office of Marketing and Events**  
 256.766.6610 ext 323

## Section I

### USE OF UNIVERSITY FACILITIES

#### Rules and Regulations

The Administrative Council of Heritage Christian University constructs university facilities for the primary purpose of educating students. However, when the facilities are not in use for the purpose of educating students, the Administration believes it is in the best interest of the university to make the facilities available to outside organizations with the following provisions:

- 1) HCU is a tobacco –free campus.
- 2) HCU is an alcohol-free campus.
- 3) HCU is a weapons-free campus.
- 4) Lessee of HCU facilities (as well as all individuals in their group) shall bear responsibility for any accident or liability encountered by the user and the group. HCU disclaims all liability arising out of any use of HCU facilities.
- 5) No activity is permitted that violates the values or mission of HCU.
- 6) Lessee agrees to cover full cost (as set by HCU) of any structural, equipment, or furniture damage/destruction that takes place in association with facility usage.
- 7) Activities shall be limited to the dates, times, and areas reserved and approved by the Office of Marketing and Events at HCU.
- 8) Keys, if needed, will be obtained through and returned to the Office of Marketing and Events.
- 9) Lessee is solely responsible for adhering to regulations of the State Department of Public Safety, State and Local Fire Laws, State and Local Police Laws.

#### Authority

The Administrative Council shall have the final authority for granting or refusing any request for use of facilities and may waive or amend current rules or regulations affecting such use without prior notification.

#### Facility Policies

General facility policies must be upheld by groups at all times. If, for any reason, a group does not abide by the reservation and facility policies, their event may be ended early or canceled. In the event of such an occurrence, no refund will be given. All applicable university policies are above.

## Section II

### RESERVATIONS

All requests for use of university facilities shall be submitted through the Office of Marketing and Events no less than **three months** before the date for which facilities are requested, unless by special circumstances.

#### Continued Use

Continued use of facilities by any organization or individual(s) (the "Lessee") shall be contingent upon following all of the policies, rules and regulations as prescribed by the university as well as applicable statutes and case law. Any continued usage agreement for facilities may be terminated for violations of any of the above.

#### Lost and Found

The university is not responsible for personal items left or lost on campus. Any lost and found inquiries can be made at the Business Office or front desk.

#### Access

University staff must have access to all facilities at all times.

#### Cancellations

On days when university classes and events have been canceled because of emergency conditions, use will automatically be canceled. Renter will be contacted in such event.

#### Advertising

Any group wishing to advertise for their event or during their event must get approval from the Office of Marketing and Events. Failure to do so will result in any signage being taken down or advertising groups asked to leave.

#### Equipment and Setup

Each room must be left in the condition in which it was found. Tables, chairs, etc need to be returned to their original position. All campus property is to be accounted for and left in the condition it was received. This includes removal of ALL items brought into facility (food, decorations, etc.) For events with large setups, the space must be reserved for any setup and take down time. This must be communicated to the Office of Marketing and Events. Unless by special permission, **building must be cleaned and returned the same day of the event.**

(over)

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# Facility Rental Usage Agreement Continued

For the 2020-2021 School Year



### Decorations and Materials

Nothing may be hung, pasted or affixed in any manner to the facility walls, doors, windows, ceilings, or floors without prior approval from the Director of Marketing and Events or Hospitality Director. If you would like to have signs for your event, contact the Office of Marketing and Events to make arrangements. Balloons, confetti, glitter, fog machines, candles, incense or other flammable materials are not permitted.

All trash is to be removed and placed in dumpsters near main building. If using kitchen, please wipe down entire countertop surface, sweep floors, and mop.

### Parking

All vehicles associated with the event must be parked within the paved lot. No vehicles shall be parked on any lawn surface unless granted special permission from the Office of PR.

### Noise

As a courtesy to our university residents, renter agrees to control the noise level at the event such that it does not disturb neighboring occupants. If your event concludes past 10:30 p.m., please let us know.

## Section III

### FEES

#### Billing

The following costs shall be borne by any individual or group utilizing HCU facilities and is due 2 weeks before **the event**:

- 1) \$500 for use of the main building.
- 2) If booked less than 3 months in advance, cost will be \$600 for use of main building and \$200 deposit.

#### FOOD RELATED EVENTS:

\*Please call or email Janet Moon to discuss your plans for use of the cafeteria/kitchen. You can reach her at 256.766.6610 x. 309 and jmoon@hcu.edu. Before event, renter must make appointment to do a walk through with kitchen staff.

For all McCreary Cabins rental fee inquiries, see Travis Harmon at tharmon@hcu.edu.

### Deposit

A deposit of \$150 is required two weeks prior to event. Please use checklist to ensure kitchen and cafeteria are left in original condition. An inspection will be made by university staff within three days following event and deposit will be refunded if facilities have been left acceptable.

PAYMENT AMOUNT : \_\_\_\_\_ DEPOSIT & BALANCE DUE DATE: \_\_\_\_\_

## Section IV

### AFFIRMATION

I have read these Regulations and understand that the I must fully adhere to the Regulations or the usage agreement may be immediately terminated by the University. In addition, I am fully aware and understand the responsibilities and obligations of the Facilities Agreement. Exceptions to these rules and regulations can be made only by the University Administrative Council or Facilities Committee. These rules and regulations cover all function/events, including weekends and holidays.

\_\_\_\_\_ DATE: \_\_\_\_\_



### *Office Use Only*

Date Received: \_\_\_\_\_

Food/Drink Deposit: \_\_\_\_\_

On Calendar: \_\_\_\_\_

Balance: \_\_\_\_\_

Approved by: \_\_\_\_\_

Funds Received: \_\_\_\_\_

Confirmation Sent: \_\_\_\_\_