



## **FACILITIES USE POLICY**

### **EVENT CATEGORIES:**

The Office of Meeting and Conference Services is responsible for determining event categories, fee and charge schedules and to assess adequate fees and other charges to clients as needed in order to best serve the interests of the University. Users who misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately, may incur additional financial penalties, and may have reservation and use privileges suspended.

### **CLIENT CANCELLATIONS & LAST-MINUTE CHANGES:**

If a group gives 48 hours notice or less, the group will be assessed 100% of the space rental fee and any labor or resources which have already been incurred for the scheduled event. If Client feels as though extenuating circumstance warrant an appeal, Client may submit an appeal application to Ms. Kirsti Brunsvold. Ms. Brunsvold's decision will be final. Changes submitted less than 48 hours prior to an event or during an event may result in additional service charges to the organization. All changes must be submitted through one group representative.

### **USE OF SPACE:**

The use of all campus facilities and equipment for event purposes must be coordinated through the Office of Meeting and Conference Services. Unauthorized use of space and equipment will not be supported by the University and may result in penalties and fines.

### **EXCESSIVE CLEAN UP:**

It is the responsibility of the client to remove all decorations from the premises. If items are not removed an additional fee of \$200.00 will be assessed for the removal of such items.

### **DECORATING:**

Nails, pins, tacks, glue guns, tape or anything that might leave a residue behind are not permitted to be used to hang decorations in University facilities. Glitter is not allowed to be used for decorations in any room of the University. Glitter damages the carpet fibers when vacuumed, causing cuts and tears in the carpeting. A \$250.00 fine will be assessed if glitter is used during the event. Please use safe alternatives that will not damage University facilities.

### **CANDLES/OPEN FLAMES:**

Candles and open flames of any kind are not allowed in any university building.

### **AUDIO VISUAL EQUIPMENT:**

The University has a wide range of state-of-the-art audio-visual equipment. Client is not allowed to bring in their own audio-visual equipment, excluding laptops, unless other arrangements have been approved by the Director of Meeting and Conference Services. Audio visual equipment must be rented from UCM. If UCM does not have the equipment needed, they will contract with a company in Kansas City. Payment for audio visual equipment will be made to UCM. Video support and equipment can be contracted through vendor of client's choosing.

### **PARKING:**

Campus Parking is available in any lot at no charge after 5:00 PM and on weekends, except in reserved spaces. Parking for attendees of overnight conferences and camps must be purchased during check-in from Meeting and Conference Services. A per day per vehicle rate will be assessed. All Parking lots are handicap accessible. Single day visitor to campus may park in the two Visitor lots if space is available. Busses must park in the Multi-Purpose building lot.

### **STORAGE SPACE:**

Storage space is not provided as a service for event. Any items, such as decorations, prizes, or food, for Event provided by the sponsoring organization, may not be delivered to University before the agreed upon decoration time. University will not be held responsible for the security of these items at any time. 2

**UNIVERSITY POSTPONEMENT OR CANCELLATION OF EVENTS:**

For causes beyond its control, University may, in its sole discretion and with or without notice, postpone or cancel the event. Such causes may include, without limitation, the laws, regulations, acts, orders or directives of any government agency, acts of God, strikes, fire, flood, weather, war, picketing, rebellion, insurrection or terrorism, or any other cause beyond its reasonable control. In the event of postponement or cancellation pursuant to this Section, University shall have no liability for loss or damage or any kind incurred or claimed by client and/or any of the Additional Parties. All deposits will be refunded.

**CLIENT RESPONSIBILITY:**

Client acknowledges that as a state institution University is not responsible for accidents, injuries or losses of any kind suffered on our premises, even if negligent. Client assumes all risks and will defend and indemnify UCM against any and all claims related to this use of University's facility. As a state institution, University does not provide insurance coverage for individuals or groups participating in activities on this campus. The University strongly suggests and the Office of Meeting and Conferences Services may require Client to provide proof of insurance. This decision is based on an assessment of risk and the purpose of the event, among other factors.

**TAXES:**

Client agrees to be responsible for and pay all associated taxes that may arise from Client's activities. A tax-exempt letter is required 14 days prior to the event for any group claiming this status.

**ON CAMPUS SMOKING POLICY:**

Please note, as of January 1, 2014, UCM is a tobacco-free campus, indoor and out. Tobacco may be used in your personal vehicle. Learn more at [ucmo.edu/free](http://ucmo.edu/free)

**COVID / PANDEMIC RESPONSE:**

Client acknowledges that University makes no representation or warranty regarding the condition of the property with respect to COVID or other contagion. Client acknowledges it is Client's responsibility to ensure Client and its guests comply with any applicable University COVID protocols, available at [www.ucmo.edu/coronavirus](http://www.ucmo.edu/coronavirus), as well as all applicable laws and regulations governing location or type of activity. Client agrees to cooperate with any Local Public Health Agency directive, including in regards to cooperating with contact tracing or quarantine protocols. Client acknowledges it is Client's responsibility to make its guests aware of such requirements and for enforcement of same. University will not conduct screening or contact tracing for Client. Meeting and Conference Services is happy to discuss event and location set up to enable social distancing.

**UNIVERSITY HOUSING:**

Resident campers under the age of 18 must be supervised by an adult with the sponsoring organization. Residence hall beds must not be bunked. Individuals over the age of 21 are not allowed to have alcohol in public space.

**ON-SITE:**

If you need to speak with an Event Coordinator during your event, you may call (660) 543-4342 at any time.

**Group Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Representative:** \_\_\_\_\_ **Signature:** \_\_\_\_\_