

# **Comstock Memorial Union Ballroom Rental Policies Addendum:**

1. All the policies of the Comstock Memorial Union (CMU) apply to events held in the Ballroom.
2. The Event Sponsor shall be responsible for exercising due care and reasonable control to ensure the safety and protection of persons and property at the event, and shall cooperate with and comply with CMU & University efforts to ensure the same. This shall include all reasonable efforts to ensure compliance with CMU & University rules and regulations pertaining to such safety and protection by all persons in attendance at the event. The Event Sponsor may be charged for the cost of necessary extra police or other security personnel retained by the CMU. The number of such personnel shall be determined by the CMU or University on the basis of the nature of the proposed event, the number anticipated to be in attendance, and the past experience of the CMU & University with respect to similar events.
3. All rights for the sale and distribution of concessions (snacks, soft drinks, coffee, tea, non-alcoholic drinks, etc.) and all catering are reserved by the CMU and MSUM Dining Services provided by Sodexo.
4. The Event Sponsor must clearly state their organization's or group's name and/or logo on all advertising/announcements related to such event. Use of the CMU logo is prohibited.
5. Decorations may not be nailed or tacked to walls, floors or any other part of the building without express permission of the Assistant Director or his/her designee. Masking tape is the only acceptable adhesive. Scotch tape and duct tape are NOT permissible for attaching decorations to painted surfaces, wood walls, windows or wall paper. Decorations must not create a fire hazard. All decorations must be removed immediately following the event.
6. Individuals lights, lighting equipment or any type of decoration may not be hung, nailed, tacked, or clamped to any portion of the ceiling or partitionable wall tracks. These types of items may be used if attached to a free standing tripod.
7. The agreed upon admissions policy for the event must be followed at all times. Failure to enforce agreed upon policy may result in immediate cancellation of the event.
8. CMU employees have the right to restrict admission or to ask individuals to leave if they are intoxicated and/or being a threat to the rest of the clientele and/or property.
9. Absolutely no alcohol is allowed in the CMU. If alcohol is found, it will be confiscated and disposed of and the individual that possessed the alcohol, if seen, will be escorted from the CMU and may face charges through the campus conduct committee and/or prosecuted to the fullest extent of the law.
10. The CMU is a non-smoking facility.
11. The CMU is not responsible for any lost or stolen articles. If space is available, the overnight storage of groups equipment or merchandise may be allowed at the discretion of the CMU, but only at the sole responsibility of the event sponsor.
12. An additional charge for excessive cleanup may be billed to the renters if the event creates an extraordinary mess, causing excess cleaning time to the CMU staff.
13. Absolutely no fog, smoke or haze machines may be used in the CMU. Anyone violating this policy will be prosecuted to the fullest extent of the law.