

**Comstock Memorial Union
Reservation Policies and Procedures, Off Campus Sponsor
(Condensed Version)**

In order to insure your event is successful, we ask that you keep the following policies and procedures in mind while planning your event. A full version of CMU policies can be found at www.mnstate.edu/cmu/reservations/policies.php.

Use and Charges

The Comstock Memorial Union facilities may be reserved by the community. Facility rental fees apply. See website for our current rates www.mnstate.edu/cmu/reservations/. Contact the Assistant Director of Event Services for full facility rental information and a price quote.

Dance/Concerts

Requests for use of the CMU Ballroom or Underground for dance/concerts require a minimum of six weeks notice. Requests made after this time frame may not be honored.

Set-up and Equipment Needs

Initial set-up and equipment requests should be made at the time of the room reservation. Set-up and equipment requests should be finalized at least 7 business days prior to the event. Arrangements for changes in these requests shall be given to the CMU Event Services Office no later than 2 business days prior to the event. Events requiring excessive set-up will be charged a labor fee. LATE OR LAST MINUTE REQUESTS MAY NOT BE HONORED.

Sound/Computer/Video Projection Equipment

Requests for Sound/Computer/Video Projection Equipment requiring the need for a CMU Student Technician should be made 1 month prior to the scheduled event. Specific technical arrangements regarding use of the equipment (i.e. tech rider, number of microphones needed for sound system) shall be made 3 weeks prior to the scheduled event. Other equipment usage included in facility fee, however some equipment only available with rental charge. See website for details: www.mnstate.edu/cmu/reservations/.

Public Viewing of Film/Movie Policy

Groups requesting use of vcr/dvd equipment agree to abide by copyright laws pertaining to public viewing of a film/movie. The University policy on public viewing can be found in the student organization handbook located on the following website www.mnstate.edu/osa/.

Catering

All catered food for special events, activities, and meetings held in the Comstock Memorial Union shall be purchased from and prepared by MSUM Dining Services. Requests for such services must be made a minimum of 7-10 days before the event. Please allow more planning time for larger complex catered events. Orders may be placed by calling MSUM Dining Services at 218.477.2852 or by stopping by their office in Kise Commons. Groups violating this policy will be charged an additional fee to be determined by the Assistant Director of Event Services.

Alterations of Facilities

The Assistant Director of Event Services must approve any changes to the facility. Such changes will include, but not be limited to the removal, relocation or addition of equipment, furniture, decorations, or stage properties. Unauthorized alterations of existing facilities or damage to the facility, equipment, or furniture may result in service charges to the sponsoring group.

Decorations/Signs

Decorations and signs may not be nailed or tacked to walls, floors or any other part of the building. Masking tape is the only acceptable adhesive. All decorations and signs must be removed immediately following the event. CMU personnel will dispose of those items not removed with a fee being charged to the event sponsor.

Clean-up Policy

Your reserved space must be left the way you found it. All materials, including food and drink, must be removed or placed into room trash receptacles. Food and drink containers belonging to Sodexo Campus Dining should be left in rooms.

Cancellations

The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, strikes, civil disorders, curtailment of transportation facilities, or other emergencies making it inadvisable, illegal or impossible to provide facilities or to hold the event. Cancellation by EVENT SPONSOR, other than for reasons stated above, will require EVENT SPONSOR to pay a cancellation fee of 20% - 50% of Total Estimated Costs as identified the Event Agreement, #13.

Security

Groups sponsoring dances, concerts, and special events may be required to hire Campus Security. The Event Services Office will work with Campus Security to determine appropriate staffing for an event. All arrangements for Campus Security will be coordinated through the Event Services Office. A minimum of one month's notice is required for events of this nature.

Event Conduct

All scheduled programs, activities, and events shall be conducted in such a manner as not to disrupt or interfere with other events scheduled in the CMU. The sponsoring group will be responsible for the conduct of all people attending the event. The CMU reserves the right to cancel an event, before or during the event, if the security and safety of the building and its occupants are threatened.

Contract & Insurance

A signed contract and deposit are required for confirmation of reserved space. The EVENT SPONSOR will have approximately two weeks to return the signed contract and deposit to the Assistant Director of Event Services.

Some events may require the EVENT SPONSOR to provide proof of insurance coverage for the event. In such cases, the EVENT SPONSOR shall procure and maintain insurance coverage for said event for claims or damages arising out of acts and activities of EVENT SPONSOR's event staff, EVENT SPONSOR sub-contractors or attendee's. See Event Agreement Addendum #10 for more information.

Tobacco & Alcohol Free

Smoking, tobacco and tobacco sales are prohibited on University property. See www.mnstate.edu/aod/ for policy details. Minnesota statute prohibits the consumption and distribution of alcohol and illegal drugs on State University property.