



Ley Student Center  
Rice Memorial Center  
Chapel & Cloisters

## FACILITIES USE POLICIES

Thank you for your interest in using the Student Center facilities. Please read carefully the policies below.

### **RESERVATIONS**

Reservations must be made by a responsible party, either an individual or a representative of an organization, requesting the use of Student Center facilities. The Student Center reserves the right to refuse any reservation request.

The facilities rental fee provides the customer with up to six (6) hours use of a venue, on the agreed upon date(s) of the event. Times must be clearly specified in the Facilities Use Agreement. Any set-up, clean-up and/ or photographs in the facilities must be done during these six hours on the event day, unless additional extra hours are reserved.

Other events may be accommodated in the facilities on the same day, so check in advance with the Student Center Business and Event Coordinator for availability. Events scheduled on university holidays require the approval of the Student Center Director.

Only the facilities stated on the Facilities Use Agreement may be used. These facilities may be used only by the stated individual/ organization, for the stated purpose, and for the designated event times.

In the event that the Student Center is subsequently unable to furnish the facilities agreed upon, it shall have no further liability than the refund of any fees submitted by the individual/ organization.

No merchandise of any description may be offered for sale within the Student Center or on its grounds, unless specifically permitted in writing prior to the event.

### **FEES**

Facilities can be placed on hold for 5 business days. After this time, the Student Center must receive a **\$500 non-refundable deposit** (which is applied toward the total amount) before the reservation is confirmed, together with a completed Facilities License Agreement and a Facilities Use Agreement.

**Full payment is due no later than 30 days prior to the event.** Failure to pay in full within the said timeline will result in the loss of the reservation and may jeopardize the individual/ organization's future use of Student Center facilities. Any additional charges assessed after the event will be due within thirty (30) days of billing.

Additional hours beyond the six allowed hours are \$50 per hour when the building is open, and \$100 per hour when the building is closed. If the building needs to open before, or close after the regular business hours, a \$50 early opening and/ or \$50 late closing fee will also apply. The opening/closing fees also apply when the building is closed.

The extra building hourly charges are applicable to any venue, **in addition to the venue rental fee.** For example, for a 10 hour event, there is a \$200 additional charge during normal operating hours. This does not include a \$50 opening fee or a \$50 closing fee, just 4 additional building open hours at \$50 each hour. For a six hour event outside of normal operating hours, there is a \$700 additional charge. This includes a \$50 opening fee, a \$50 closing fee, and six building open hours at \$100 each hour.

Costs incurred for extraordinary cleaning or repair/ replacement of any damaged items will be assumed by the responsible party. Based on the actual extent of clean up required, additional clean-up charges may be assessed after the event at \$35.00 per hour of service per custodian, with a minimum of \$70.00.

Rates are effective for events booked after 01/ 01/ 17; prices are subject to change without notice. Other fees may apply.

If you're making your reservation:

**Upon reservation**, a \$500 non-refundable deposit is due.  
**30 days** before the event, **100%** of rental fee is due.

Current Rice students, faculty and staff receive a 15% discount off the outside group rental fee on any venue.

### **INSURANCE**

A certificate of insurance is required for all events. The certificate must have proof of commercial general liability and automobile liability insurance in amount of \$2,000,000.00 per occurrence per line of coverage. If the group is unable to provide a certificate of insurance, the university can provide insurance coverage at a cost of **\$135 per event**.

### **CANCELLATIONS**

In order to maximize the utilization of our venues, a cancellation fee will apply if sponsors do not release a space in order for it to be utilized by another individual/ organization.

Event cancelled **less than 30 days prior** to the scheduled date: 100% of fees will be charged.

### **DECORATIONS**

It is your responsibility to share with your guests, and/ or other parties involved, the following regulations:

- Tape, tacks, nails, or screws, etc., may not be used to affix items to any surface in the facilities.
- Only dripless, contained candles may be used on the premises.
- Plastic or other protection must be placed under live plants.
- There may be no rice, rice bags, confetti, flower petals, or glitter utilized on the premises, including the facilities rented and on the outside grounds of the Student Center.
- There is no storage available before or after the event. Any items brought into the facilities must be removed at the close of the event
- The individual/ organization is responsible for the return of the facilities to regular use in the same condition as received.
- All set-up requests must be made at least ten (10) business days prior to the scheduled event.

**USE OF SMOKE/FOG MACHINES IS PROHIBITED INSIDE THE STUDENT CENTER.**

### **DISCLAIMER**

Rice University and the Student Center will be held free of all responsibility and liability, financial or otherwise, involved in the presentation of any event. The Student Center is in no way responsible for any damage to, or loss of, equipment, decorations, etc., owned or rented by the individual/ organization.

*Print Name:* \_\_\_\_\_

*Responsible Party* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*Signature*

*Your signature acknowledges your understanding and willingness to adhere to the guidelines outlined in the Rice Memorial Chapel Use Policies.*