KEENE STATE COLLEGE - ALUMNI CENTER

ALL KEENE STATE COLLEGE FACILITIES ARE NOT OFFICIALLY SCHEDULED UNTIL THE ASSIGNMENT IS APPROVED IN WRITING BY THE APPROPRIATE SCHEDULING OFFICE AND A CONFIRMATION COPY HAS BEEN SENT TO YOU.

Facility Scheduling & Rental Contract

Room desired: ___Centennial Hall (full) ___Centennial Hall (half) ___Conference Room 206

Event Sponsored by: _____

Event Organizer: _____

Name of Event: _____

Day and Date of Event: _____ **Expected Attendance:** _____

Time facility needed: **From**_____ **To:** _____ **(must include total setup and cleanup time)**

TIME OF ACTUAL EVENT: **From**_____ **To:** _____ **Free & Open to the Public? Yes**____ **No**____

Alcohol served or sold? Yes____ **No**____ **Food served or sold? Yes**____* **No**____

Event sponsor must call the Keene State College Catering Office at 358-2677 a minimum of 10 days prior to the event.

Event sponsor must also provide an event representative to be on site PRIOR to start of event to greet attendees.

Campus Safety Needs? Yes___ **No**____ **Parking required?** ***Event sponsor must call Parking Office at 358-2227***

Registration Tables & Chairs needed outside room? _____

Room Setup Style Required: _____

_____ (Theater style, banquet rounds, board room style, classroom style, exhibit hall, etc.)

Audio-Visual needs? _____

Organizers or sponsors of events using KSC facilities are responsible for providing reasonable accommodations for individuals with disabilities who request them. **Publicity for events must include the following statement:** *In order to request accommodations for a disability, please contact (Name of event organizer, department, telephone, etc.) at least 2 weeks prior to the event.*

As a representative of the above group, I, _____

(Address or Campus Mail Stop)_____

(Phone) _____ **(Email)** _____

Hereby assume full responsibility for any and all extra expenses and/or damages arising from this event. I UNDERSTAND THAT I AM RESPONSIBLE FOR CLEANING UP DEBRIS AND REAARANGING FURNITURE IMMEDIATELY AFTER THIS EVENT, AND THAT THE USE OF THIS SPACE/FACILITY WILL COMPLY WITH ALL KSC POLICIES AND PROCEDURES. In scheduling this event I do hereby agree: (A) to assume all risks and responsibilities involved in THIS EVENT (B) for myself and my heirs, to release and hold harmless Keene State College, its trustees, officers, agents and employees from and against all claims, demands, actions and causes of action for damages I may have due to personal injury, death, or property damage, whether or not the result of negligent acts or omissions on the part of Keene State College or any of its trustees, officers, agents and employees, arising from my use of the facility; C) to defend, indemnify, and hold harmless Keene State College, its trustees, officers, agents and employees from and against all claims, demands, actions and causes of action for damages sustained or incurred by anyone other than me due to personal injury, property damage or death, whether or not result of negligent acts or omissions on the part of Keene State College and of its trustees, officers and employees arising from my participation in this event; and D) to reimburse the College for any damage to the property of Keene State College caused by the use of the facility.

Requester's Signatures: _____**Today's Date:** _____

Facility Coordinator's Signature: _____ **Date:** _____

RETURN FORM TO: KSC ALUMNI CENTER, FACILITY COORDINATOR, 229 MAIN STREET, KEENE, NH 03435-2701

OR BY FAX: 603-358-2400 – QUESTIONS SHOULD BE DIRECTED TO FACILITY COORDINATOR AT alumnicenter@keene.edu

ALUMNI CENTER

Facility Set-up Guide

Centennial Hall – 1st Floor

Room use is limited to activities appropriate to the space such as special meetings, banquets, receptions, presentations or community presentations. Centennial Hall is not an acceptable athletic facility, nor is it to be used for regularly scheduled classes or other functions deemed inappropriate for a public institution.

Standard Room Set-ups available:

Full room

- Reception (standing) – max capacity: 250
- Theater Style (chairs only)– max capacity: 150
- Conference Style (6-foot rectangle tables) max capacity: 60
- Banquet (rounds) max capacity: 96
- Banquet Buffet (rounds w/space for buffet) max capacity: 72
- Conference Style Hollow Square (6-foot rectangle tables) max capacity: 50
- Trade show set-up (6-foot tables around the perimeter) max capacity: 20

Half room

- Reception (standing) – max capacity: 125
- Theater Style (chairs only) – max capacity: 75
- Conference Style (6-foot rectangle tables) max capacity: 30
- Banquet (rounds) – max capacity: 40
- Banquet Buffet (rounds w/space for buffet) – max capacity: 32
- Conference Style Hollow Square (6-foot rectangle tables) – max capacity: 25
- Trade Show set-up (6-foot tables around the perimeter) max capacity: 10

Conference Room – 2nd Floor

Default Setup:

- Conference Table – max capacity: 10

Alumni Center Fee Schedule

Alumni Center fees include use of the facility, on-site audio-visual equipment, use of on-site tables and chairs, and an on-site facility representative during the event. Additional costs may include catering, additional tables, chairs or audio-visual equipment, security, parking, or other event costs such as decorating. (See Alumni Center Facility Guidelines for further information.)

Centennial Hall rental also includes use of the adjoining lobby/gallery area and courtyard unless otherwise notified.

Facility Fees:	**Non-Profit**
Centennial Hall	$200/hour (2 hour minimum)
	$50/each additional hour, with a daily maximum of $600/eight-hour day
Centennial Hall ½	$100/hour (2 hour minimum)
	$50/each additional hour, with a daily maximum of $400/eight-hour day
Conference Room	$50/hour (2 hour minimum)
	$25/each additional hour, with a daily maximum of $200/eight-hour day

Facility Fees:	**Private (Individual/Corporate/Non-College)**
Centennial Hall	$250/hour (2 hour minimum)
	$75/each additional hour, with a daily maximum of $800/eight-hour day
Centennial Hall ½	$150/hour (2 hour minimum)
	$75/each additional hour, with a daily maximum of $600/eight-hour day
Conference Room	$75/hour (2 hour minimum)
	$50/each additional hour, with a daily maximum of $350/eight-hour day

Alumni Center Facility Coordinator: 603-358-2372 or alumnicenter@keene.edu

Keene State College
ALUMNI CENTER

Facility Use Policies Agreement

Thank you for choosing the Keene State College Alumni Center for your special event. In order for events to run smoothly and to ensure the safety of all involved, we ask that clients adhere to the following policies:

1. Clients and their service personnel (decorators, florists, setup crew, etc.) are allowed access to the building during the time period specified on the facility rental information form. The building will not be available prior to the agreed-upon time. Please speak to your Event Coordinator to verify hours of access.

2. It is the client's responsibility to notify and inform service personnel and/or their own event coordinators of the Alumni Center policies and procedures. Service personnel must adhere to the same guidelines as the client throughout the event.

3. Any requests to drop off materials or supplies prior to the day of the event must be cleared with the Alumni Center facility coordinator. We cannot store items prior to the event day if there are other events scheduled at our facility.

4. Clients are responsible to clean up and remove all of their materials and supplies by the designated end time of the event. No items may be left in the room(s) or stored after the event unless prior arrangements have been made and documented on the facility rental scheduling form.

5. The Alumni Center has tables (banquet rounds and 6-ft rectangular) and chairs for 150 available for use by our guests. **Please verify numbers and sizes with the Alumni Center's Facility Coordinator to ensure the proper quantity to accommodate your guests.** Unless other arrangements have been made with the Facility Coordinator, set-up and clean-up must take place on the day of the event, between the designated times that the building has been rented. Alumni Center staff is not responsible for the set-up and break-down of events.

6. While we encourage clients to decorate for their event, no materials may be taped, screwed, nailed, or tacked to any surface in the building. All decorations must be removed at the end of the event unless prior arrangements have been made with the Alumni Center Facility Coordinator. If votive candles are used, they must be contained in appropriate candle holders that prevent them from dripping or tipping over.

7. An Alumni Center representative will be available throughout the event as a building resource.

8. The Alumni Center is not responsible for any loss or damage to materials brought in by clients and their guests, caterers, or service personnel. If an item is lost or misplaced during an event, guests are welcome to check with the Facility Coordinator during normal business hours 8 a.m. – 5 p.m. weekdays.

9. Smoking is not permitted inside the building or within 25 feet of any of the entrances/exits.

10. Parking is extremely limited on Campus and requires special permits. Any arrangements must be made by the client through the Keene State College Parking Office by calling 603-358-2227. Violators will be towed at their own expense.

11. No outside food or liquor is permitted. All food and beverage must be served by Sodexo Catering. If alcohol will be served at an event, the client is responsible to notify the Alumni Center Facility Coordinator by returning a signed copy of Keene State College's Alcohol Function Form. To contact Sodexo call 603-358-2677.

12. The Alumni Center does not provide insurance coverage or assume any responsibility for the actions of any entity using the facility. Liability and/or property damage arising out of your actions are the

responsibility of the organization or individual using the space. Clients will be billed for any and all damages to Keene State College property resulting from their event. Clients agree (A) to assume all risks and responsibilities involved in this event (B) for themselves and their heirs, to release and hold harmless Keene State College, its trustees, officers, agents and employees from and against all claims, demands, actions and causes of action for damages we may have due to personal injury, death or property damage, whether or not the results of negligent acts or omissions on the part of Keene State College or any of its trustees, officers, agents and employees, arising from our use of the facility; (C) to defend, indemnify and hold harmless Keene State College, its trustees, officers, agents and employees from and against all claims, demands, actions and causes of action for damages sustained or incurred by anyone other than the undersigned due to personal injury, property damage or death, whether or not the result of negligent acts or omissions on the part of Keene State College and of its trustees, officers and employees, arising from our participation in this event; and (D) to reimburse the College for any damage to the property of Keene State College caused by use of this facility.

13. Please direct any questions to the Alumni Center's Facility Coordinator at 603-358-2372 or alumnicenter@keene.edu.

CLIENT AGREEMENT:

I/We have read and understand the policies for facility use at Keene State College's Alumni Center. I agree to abide by these guidelines and I/we understand that I/we are responsible for any and all damages resulting from my use of this facility.

_____ _____

Signature Date

_____ _____

Print Name Company

Please return a signed copy of this form to: Alumni Center Facility Coordinator at 229 Main Street, Keene NH 03435-2701. We recommend that you keep a copy of this signed form for your records.