

THE
UNIVERSITY
OF RHODE ISLAND
ALUMNI ASSOCIATION

ALUMNI CENTER RENTAL AGREEMENT

Please complete form and email to Mary Ann Mazzone mamazzone@uri.edu or Fax 401.874.5957
73 Upper College Road, Kingston, RI 02881 / Phone 401.874.2242

Name / Contact Name: _____	Event Name: _____	
Phone: _____	Fax: _____	Email: _____
URI Department or Affiliation: _____		

Event Date: ___/___/___ mm / dd / yyyy	Start Time: (am/pm) ___:___	End Time: (am/pm) ___:___
Number of Attendees: _____		

Request:			
___ Board Room	___ Alumni Lounge	___ Conference Room	___ Alumni Terrace (seasonal)
___ Yes ___ No - Catering by URI Dining Services (If No, Catering Waiver Form required) *		___ Yes ___ No - Alcohol Service by URI Dining Services only (If Yes, Alcohol Sale or Service Approval Form required) *	
___ Sound Setup (DJ)	___ Table / Chair Setup		
Equipment Needed:			
___ Podium	___ Flip chart	___ Television	___ VCR/DVD Player
___ Projection screen	___ Overhead projector	___ LCD projector	

Please Note:
<ul style="list-style-type: none">• The individual making the reservation must be present during the event. It is that person's responsibility to ensure all guidelines are followed.• No furniture can be moved without approval from Alumni Center Event Coordinator. Board Room and Conference Room tables cannot be moved at any time.• After setup, the renter will be responsible for operating/maintaining equipment throughout the event.• For a non-University group to reserve a room in the Alumni Center, a deposit in the amount of half of the room rental fee and a signed rental form are required.• Alcohol is permitted in the Alumni Center and must comply with URI's Alcoholic Beverage Policy. Please complete and return the Alcohol Sale or Service Approval Form. No one under 21 in attendance if alcohol is served.

I agree to the Terms and Conditions (see next page)
Print Name: _____
Signature: _____
Date: ___/___/___

FOR ALUMNI CENTER USE ONLY (initial/date):	
Furniture Request:	_____/____
Confirmation Sent:	_____/____
Alcohol Form:	_____/____
Deposit / Rental Fee:	_____/____
*Waiver/Alcohol Approval:	_____/____

THE
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TERMS AND AGREEMENTS

Hours of Operation:

Normal Business Hours, 8:30 a.m. to 4:30 p.m., Monday through Friday

Evening/Weekend/Holiday Use: The Alumni Center does not employ staff after its regular business hours. Therefore, the Alumni Center Event Coordinator must verify that there is coverage before the room reservation is confirmed.

Billing:

- The cost of using the Alumni Center covers expenses incurred by allowing events to take place in the building.
- Additional expenses, such as table and chair rentals, catering, etc., will be covered by the renting organization.

Room	Floor	Square Feet	Capacity	Student/Faculty /Staff Rate*	Community Rate**
Lounge	Ground	1157	65	Waived	\$200
Board Room	Ground	623	14	Waived	\$100
Terrace	Ground	-	100	Waived	\$100
Conference Room	Ground	415	12	Waived	\$50

*Basic Rental pricing waived for University affiliated events.

**Costs may vary depending on length of time rented, special needs or arrangements, etc.

- There is a 10% membership discount for all dues-paying members of the Alumni Association.
- Billing statements are prepared by the Alumni Center Event Coordinator upon confirmation of reservation date. Payment is due on the date of the event and is payable to the Alumni Association.

Tent Usage:

- Tents are permitted on the outside lawn of the Alumni Center.
- If an event includes the use of a tent, Dig Safe must be notified 10 days prior to the event. Please call Dig Safe at 888-344-7233 or apply online at www.digsafe.com.
- For tents that exceed 120 sq. ft. in area, the appropriate *University of Rhode Island Tent Use Permit* must be completed. This form can be obtained from the University of Rhode Island Department of Safety and Risk Management at 401-874-2618 or online at www.uri.edu/safety.

Catering:

- URI Catering Services is the exclusive provider for all catered food and beverage service (including alcohol service) at the Alumni Center. URI Catering Services can be reached at 401-874-4331 or 401-874-2229.
- Due to health and sanitation regulations, prepared foods that are not consumed at a function may not be removed from the serving area. We enforce this policy for the safety of our guests.
- If an outside caterer is used, it must meet the insurance standards established by the University of Rhode Island. Food vendors must provide a "Certificate of Insurance" and endorsement along with a copy of their food handling certification on an event-by-event basis. It is the responsibility of the organization for which that vendor will be doing business to obtain the required certifications and forward it to the Department of Safety and Risk Management within a timely fashion. No food vendor will be allowed to do business on University property without proof of insurance and proof of food handling certification.
- The "Certificate of Insurance" shall confirm that the vendors have sufficient product liability and general liability insurance coverage in place for the event for which they are on campus. The University of Rhode Island should be named as an additional insured; specifically, the wording on the "Certificate" shall be as follows: "The University of Rhode Island, Board of Governors for Higher Education, and the State of Rhode Island."
- The outside caterer is responsible for any damage to property, its furnishings and/or objects, by the catering staff.
- The caterer will supply all linens, kitchen utensils, dishes, glassware, and serving equipment.

If you have to postpone or cancel your catered event, please call the Catering Office at least 24 hours prior to the function. If the Catering Office does not receive notice of a cancellation, you will be charged full price for food and beverages ordered.

Policies:

- The individual who signs the rental agreement is responsible for 100% of the cost of any damage incurred during an event.
- Clean up after the event is the responsibility of the organization renting the space. This includes the removal of all props and decorations, which have been approved by management and brought into the rental space by the organization. If food/beverage is provided by University of Rhode Island Catering Services, they will remove all kitchen trash to the building dumpster after a large event. It will be the responsibility of the organization renting the space to remove any other trash.
- No smoking or tobacco products inside the Alumni Center or on the outside patios.
- No political activities or events for financial gain, unless University related, can be held.
- All decorations and rental items need the approval of the Alumni Center Event Coordinator. All decorations, draperies, etc., must be certified as non-combustible or treated with a fire retardant. Items must be free standing, including signs. No banners or posters will be permitted on the exterior or the grounds without the approval of the Alumni Center Event Coordinator. No tapes or tacks on walls. Nothing can be hung from the ceiling.
- No fires in fireplace unless approved. If fireplace is used, the glass doors on the fireplace must remain open while fire is lit.
- No votives, glitter, confetti, silly-string, soap bubbles or any items that may cause damage to the Alumni Center.
- Music needs to be approved by the Alumni Center Event Coordinator
- Any non-University vendor doing business in any manner on University of Rhode Island property must provide a "Certificate of Insurance" along with a copy of the accompanying endorsement to the URI Department of Safety and Risk Management. Vendors must provide a "Certificate" and its endorsement on an event-by-event basis. No vendor will be allowed to do business on University property without proof of insurance. Failure to provide proof of insurance prior to the event will result in the vendor being barred from doing business for that event. The "Certificate of Insurance" shall confirm that the vendor has sufficient products liability and general liability insurance coverage in place for the event for which he/she is on campus. The University of Rhode Island should be named as an additional insured; specifically, the wording on the "Certificate" shall be as follows: "The University of Rhode Island, Board of Governors for Higher Education, and the State of Rhode Island." A copy of the endorsement must accompany the "Certificate."
- No animals except for those licensed to assist persons with disabilities.
- To avoid scratching, no items should be dragged across floor.
- No furniture can be moved without approval from Alumni Center Event Coordinator. Board Room and Conference Room tables cannot be moved at any time.
- The Alumni Center is not responsible for damage to or loss of any merchandise, equipment or articles left in the Center prior to, during, or following an event.

Directions and Parking:

- From the North, take I-95 South to Exit 9 (Route 4 South) in RI; follow Route 4 to Route 1 South. Stay on Route 1 until the intersection of Route 138 West. Route 138 West will bring you to URI.
- From the South, take I-95 North to Exit 3A (Route 138 East). Continue east on Route 138 to URI.
- From Newport, follow Route 138 West over the Newport and Jamestown bridges to Route 1. Take Route 1 South to Route 138 West. Follow Route 138 West to the University.
- Parking at the Alumni Center is not guaranteed. The lot behind the Center is available for individual(s) and guests as long as the car has a valid visitor-parking pass on the dashboard. Parking rules are enforced 24 hours a day.