

McCullough Student Center Usage Agreement

Date of Event: _____ **Time of Event:** _____
Location: _____ **Set-up Time:** _____
Rehearsal Dates: _____ **Sound Check:** _____
Title of Event: _____ **Organization:** _____
Description: _____

Type of Event: (Concert) (Dance Party) (Dinner) (Lecture) (Talent Show) (Performance) (Movie) (Fair) (Other: _____)

Anticipated Attendance: _____ **Ticket Sale: Yes/No** _____ **Donation: Yes / No** _____

Student Supervisor(s) on Duty: _____
6:00 – 10:00 p.m. 10:00 p.m. – 2:00 a.m.

Special Approvals

Alcohol (Must be approved 21 days in advance.) _____

Tech Support _____

Hanging / Decorations _____

Room set Group: _____ Facilities: _____

Seating Unit _____

Tables: (Round)(Café?) _____

Barricade _____

Notes _____

I have read and understand the conditions stipulated above and understand that violations of these regulations may result in disciplinary action including the paying of fines, damage fees, organizational suspension, and the loss of student center usage privileges. In signing this agreement I agree to take full responsibility for the event and its participants.

Host Name: _____ **Signature:** _____ **Date:** _____

Host Email: _____ **Host Phone:** _____

9/20/2011

Regulations and Terms

Pre-event information and host

- All event hosts using the McCullough Student Center (MSC) must meet with a representative from the Student Activities Office (SAO) before the event. Failure to meet with a staff member may result in a limitation of services.
- All events using the MSC must submit the name of a host for the event. This individual will be the primary contact for Student Activities staff, Student Supervisors, and Public Safety.
- Hosts must be at the event, sober, available at all times, and may not be a performer.

Set-up and Break-down:

- Organizers are responsible for setting up/breaking down of anything brought into the facility.
- All items must be removed from the building after the event. Items left behind will be discarded.
- Room set ups must be confirmed **in advance** with Tammy Grant, in the Department of Event Management (x3147).
- Groups using equipment provided by the MSC (chairs, tables, equipment, etc) are responsible for returning the room to its standard set up. Chairs must be reset in racks. Student Technical Assistants are responsible for MSC technical equipment only.

Decorations and Hanging Items:

- Nothing is to be hung by any user from any rafter, curtain, or any other fixture.
- Nothing is to be affixed to the walls of the facility.
- Duct tape, nails, staples, and tacks are never permitted for hanging items. Glitter may never be used.
- Doors may not be covered without prior permission.

Use of flame

- Candles, torches, or other fire producing items may not be used.
- Events involving flame as any part of the act are expressly prohibited.

Technical Support and Equipment:

- The McCullough Student Center provides limited sound and lighting support within the building. Events have the option of hiring professional support or arranging for approved student technical assistants.
- Scheduling an event in McCullough does not guarantee the availability of technical support.
- It is the responsibility of the event planner to contact SAO before the event so that technical assistants may be hired. Only SAO Technical Assistants are able to use building equipment.
- Access to electrical supplies other than wall outlets is restricted to SAO staff.
- Operation of the retractable seating unit is restricted to Facilities Services or SAO staff.

Capacity, safety, entrances and fire exits

- Student hosts are responsible for ensuring the safe use of space and enforcement of College policy.
- Student hosts are responsible for maintaining the capacity limits established for the program.
- Student Supervisors are able to lock any doors at the request of the event host.
- Fire exits must be kept clear at all times.

Smoking and Drinking

- Smoking is prohibited in all areas of the building. This includes performers while on or off stage.
- The consumption of alcoholic beverages is prohibited in the facility with the following exceptions:
 - Catered function –Alcoholic beverages may be served. Alcoholic beverages must remain within the designated area. No additional beverages may be brought into the event.
 - *The Grille* – regular service of beer and wine. Alcoholic beverages must remain within *The Grille* space.
- Performers and contracted service providers (DJ, sound technicians, etc.) may not consume alcoholic beverages while under contract with Middlebury College.

Damage

- Any damage to College property or facilities that occurs during a scheduled program, whether intentional or incidental is the responsibility of the student or student organization hosting the event. Hosts will be billed for damage.