

Facility Rental Policies

Rental Information:

1. Rental Fee Time Frames:
 - Half day = up to 6 hours
 - Day rate = 6 to 12 hours
 - Over 12 hours = Double the half day rate
 - Weddings and large events will be charged a flat day rate.
- *Note: All time frames include the setup and clean up time, not just the time of the event.
2. If an event requires early setup or rehearsal time before the actual event (such as for weddings, large events or recitals), a Rehearsal/ Early Setup Fee will be charged.
 3. Rentals will not be booked on holidays or days that the University is closed unless the event could be appropriately staffed and supported during that time. Extra fees would be charged.
 4. Piano Rentals will be charged at \$60 per rental day.
 5. All events, other than Official University events, must provide proof of liability insurance as part of the application and contract process. Details regarding liability insurance are included on the Terms and Conditions form.
 6. Evening events must conclude by 11:30 pm and all guests must depart by midnight.

Process for Facility Rentals:

1. The user shall complete a "Rental Inquiry" form in [SpaceFinder](https://scheduling.mtmary.edu/SpaceFinder/) (Mount Mary's online reservation system). Full link to the site: <https://scheduling.mtmary.edu/SpaceFinder/>
2. The inquiry form will be reviewed to determine if the event can and should be held at Mount Mary University. If additional security is needed, approval must be obtained from the Director of Public Safety.
3. The user will be sent a Terms and Conditions form to review, sign/initial and submit to the Facility Rentals office (this can be done via email).
4. The Event and Space Specialist shall inform the user of the final determination. If the event is approved, the Event and Space Specialist will send a contract "*Facility Use Agreement and Release*" for the user to sign and return with the deposit in order to reserve the space. The required deposits are as follows:
 - a. \$200 deposit for the Alumnae Dining Room or North Dining Room
 - b. \$150 deposit for most other spaces
 - c. If the rental fee is less than \$150, the total amount is due with the signed contract.

5. The following documents and items must be received from user:
 - a. Signed and initialed *Facility Usage Terms and Conditions* form
 - b. All payments, received within the prescribed deadlines before the event
 - c. Signed *Facility Use Agreement and Release*
 - d. Certificate of insurance naming Mount Mary University as additional insured
 - e. All advertising materials, including brochures and media releases
 - f. In order to waive sales tax, non-profits must submit a copy of their CES form.

6. The user shall not be permitted to utilize Mount Mary's facility if all of the applicable aforementioned documents and payments are not received by the university at least ten (10) business days prior to the start of the event.

Policies Regarding Additional Needs:

1. **All** food and beverages **must** be purchased through the university's onsite catering and food service vendor – Food Services Incorporated (FSI). No outside food or beverages are allowed.
 - a. Please contact Catering at mmu-catering@mtmary.edu or by calling 414-930-3043.
 - b. Your Catering order must be placed at least 10 working days prior to your event.
 - c. Keep in mind that final counts are due 3 working days before your event.

2. Audio or Visual equipment can be requested when completing the rental inquiry in SpaceFinder.
 - a. Requests for A/V must be received at least 10 working days prior to the event.
 - b. If a special setup is requested, the user may need to speak with the Media Specialist.
 - c. If a Media Technician is either requested or required to be present, the staff fee for the technician will be billed to the user.

3. The Event and Space Specialist should be informed of any room setup requests at least ten working days prior to the event.
 - a. Room setups will be charged to the user based on size of the room, complexity of the requested setup, and staff time required.
 - b. If using the room "as is" (in its regular state) there will be no setup charge assessed.
 - c. An additional cleaning fee may be assessed based on event attendance.

4. The Director of Public Safety will determine if additional security is needed and shall secure the number of officers required for the event. Charges for additional security staff will be billed to the user. If a renter plans to provide their own security for an event, the arrangements must be cleared through the Director of Public Safety.

5. If any additional or last minute requests are made after the aforementioned deadlines, it may not be possible to meet those requests. If it is possible, the user will be responsible for any charges incurred in fulfilling the request.