



## MacQueen Alumni Center Rental Policies and Procedures

**USE:** Use of the MacQueen Alumni Center (MAC) must be scheduled through the USA National Alumni Association at (251) 460-7084.

**SPACE:** Space is reserved on a first-come basis and is not booked as a facility rental until a signed contract and a non-refundable 50% deposit is on file with the USA NAA. Space is booked in four-hour units for the Gordon and Geri Moulton Boardroom and eight-hour units for the Chief Calvin McGhee Ballroom. Setup and tear down must be included in this time. Please include one hour preceding your event start time for set up and one hour following your event for breakdown.

**FOOD:** All food and beverages brought into the MAC must be contracted through one of the USA NAA-approved caterers.

**CATERERS:** Caterers must be selected from the MAC-approved list of caterers. On-campus departments and organizations must use the University of South Alabama contracted caterer.

**ALCOHOL:** Affiliated chapters and societies of the USA NAA and non-University users may host functions at which alcoholic beverages are served, conditioned upon such service being provided by appropriately licensed, insured and qualified food and beverage providers and in compliance with all applicable federal, state and local laws and regulations and University rules and regulations.

Proof of insurance must be provided prior to the event. For any University-related event held at the MacQueen Alumni Center at which alcoholic beverages will be served, the University's exclusive catering services provider shall be used to serve all alcoholic beverages at said event.

**INVITATIONS & PRINTED MATERIALS:** All printed materials, including invitations, are to be reviewed by the USA NAA prior to printing to ensure donor names are listed and spelled correctly.

**EQUIPMENT and ANCILLARY SERVICES:** Please contact the Office of Alumni Relations for rental services.

**AV TECHNICIAN:** Please contact the USA NAA for AV technician needs. On-site A/V technician may be contracted at a cost of \$250 per event.

**SMOKING:** The MAC and the University of South Alabama are tobacco-free environments. No tobacco products are permitted on campus. Vaping and e-cigarettes are also prohibited.

**DELIVERIES:** All deliveries must be coordinated through the Alumni Office. All deliveries must be made at the back loading dock. The USA NAA cannot assume responsibility for items left by the caterer, rental company or facility user.

**DECORATIONS:** All decorations and rental items must be approved by the USA NAA. Props must be free standing, including signs. Nothing is to be attached to the walls or the ceiling without permission. No posters or banners will be permitted on the MAC exterior or grounds without the approval of the USA NAA. No tacks, nails, tape or similar items may be used in the MAC. Glitter, "silly string", rice, sprinkles and confetti are not allowed in the MAC. There may be no open flames (except as described in FIREPLACES section below) and all candles must be battery operated.

**DANCING:** If dancing is part of the event, a dance floor must be rented from an outside vendor and coordinated through the USA NAA. Carpeted or tile areas of the floor cannot be designated as a "dance floor" without proper dance floor in place.

**PARKING:** Parking at the MAC is available to facility users at no cost on weekends and after 5 p.m. on weekdays; however, no parking space is guaranteed. Nearby parking can be reserved for a fee by contacting USA NAA.

**SECURITY:** All events require security from USA Police (USAPD) at (251) 460-6312 which must be scheduled and paid for (at rates assessed by USAPD) by facility renter directly with/to USAPD. Events are required to have a minimum of one police officer per 100 guests at all events.

**PAYMENT:** Acceptable forms of payment include Visa, MasterCard, Discover, American Express, checks and cash. Checks must be made payable to USA National Alumni Association. Final payment is due thirty (30) days prior to the event.

**LIABILITY:** Each facility renter shall indemnify and hold harmless the USA National Alumni Association, the University of South Alabaman, and their respective agents and employees against any and all damages, claims, liabilities due to the loss of property of others or any liability arising out of its use of the MacQueen Alumni Center. The facility renter is responsible for the payment of any damages to or loss of the Alumni Center's property, including but not limited to damage that may occur to floors, walls, and fixtures caused by movement of tables, chairs or equipment, if such occurred as a result of the event, including during preparations or cleanup.

**COMPLIANCE:** The USA NAA reserves the right to deny use or continued use of its facilities to any person or organization not complying with the Association's policies and procedures.

**FIREPLACES:** The fireplaces, if used, must be set and attended by the building manager.

**ANIMALS:** Animals are not allowed inside the MAC, except as required by law.

**CHILDREN:** Children are welcome to the MAC but must be under the supervision of a responsible adult at all times. All event attendees, including children, must stay within the designated area of the event and associated restrooms unless special arrangements have been made.

**CURFEW:** All events at the MAC must end by 11:00 p.m. and all guests must exit the building at that time. Organizers and clean-up crews are permitted to stay until 12:00 a.m. to complete their duties. In the event that all persons have not exited the MAC by 12:00 a.m., an hourly fee of \$150 will be assessed.

**CANCELLATION FEES:** Any scheduled event that is cancelled within 10 days of the booked event will incur a cancellation fee of \$100, in addition to forfeit of the deposit. If the event is cancelled within 5 days of the booked event the cancellation fee will be one-half of the remaining balance of the rental fee plus any additional costs incurred, i.e. security, etc. and forfeit of the deposit.

**FORCE MAJUERE:** Facility users shall be excused from liability for the failure or delay in performance of any obligation under this Agreement by reason of any event beyond such party's reasonable control, including but not limited to, Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, any strike or labor disturbance. Such excuse from liability shall be effective only to the extent and duration of the event(s) causing the failure or delay in performance and provided that the party has not caused such event(s) to occur.

**\*SPECIAL NOTE:** The USA NAA offices operate on the University of South Alabama calendar relative to its holiday and campus closure schedules, which are set annually by the University, as well as closings due to inclement weather and other unforeseen events. The MacQueen Alumni Center may or may not be available when the University is closed.

Please contact the USA National Alumni Association for questions or additional information at (251) 460-7084 or alumni@