

McMURRY UNIVERSITY

RENTAL POLICIES

1. There is to be no stapling, tacking, or nailing, of items to any part of the walls, window frames, floors, ceilings, tables, or chairs. Scotch tape only can be used for decorating purposes and must be **completely** removed from walls, ceilings, window frames, etc.
2. The use of confetti is prohibited outside. The use of confetti inside is strongly discouraged against, but not prohibited. However, an additional deposit may be required if confetti is to be used.
3. Glitter is prohibited inside and outside.
4. Balloons, streamers, etc. are allowed both inside and outside, with the understanding that they will be removed in their entirety (including string, tape, and/or any other device used to adhere the decorations).
5. The use of rice, inside or outside, is prohibited. Bird seed, flower pedals, bubbles, etc., is prohibited inside.
6. Food and beverage must remain in your rented area. Renter is responsible for charges incurred from damage or cleaning due to food or beverage spillage.
7. ***McMurry is not responsible for damages or loss of equipment/property belonging to clients and or/their guests.*** There is a security officer located on campus 24 hours a day, seven days a week.
8. A cleaning fee of \$25.00 per hour may be assessed to Renter for any cleaning above and beyond normal upkeep. This fee will be taken out of your deposit first, then you will be billed for any outstanding fees.
9. Renter is responsible for repair costs that may arise from the misuse/neglect of McMurry facilities and/or equipment which led to damage during your event. ***McMurry is not responsible for the storage and protection of non-McMurry equipment before or after event.***
10. Renter's deposit will returned within 30 days of the event, pending no noted damage or cleaning needed after the event.
11. Smoking is prohibited in any building on the McMurry campus. Any and all smoking must take place outside.
12. Alcohol is **STRICTLY** prohibited on the McMurry campus as defined in the Drug-Free Schools and Communities Act in the General Information section of the Council Fire, as well as Section 111 of the Student Code of Conduct.
13. To secure the reservation of a specific date and time, all fees must be paid in full at least two weeks prior to the event or function.
14. We make every effort to be flexible with times and dates. If it is necessary for you to cancel your reservation or you decide that you will not need a facility that you originally reserved, we must be notified in writing at least 48 hours prior to your event in order for you to receive a full refund of fees. If you cancel or give up a facility less than 48 hours prior to your event, all fees paid will be forfeited.
15. The prices quoted are subject to change. If there are any changes, it will be mutually agreed upon in advance of the event. Changes that would effect rental price include additional hours needed for set-up and requests for equipment.
16. McMurry will not be held liable for failure to carry out arrangements that are beyond our control, due to acts of God and/or university disputes, either of which result in a disruption of McMurry facility functions.
17. ***Prior to your function, it is necessary that the Campus Center Manager be in receipt of all information and details pertaining to your event.***

I (we) have read the Rental Policies set forth above and agree to abide by and conform to them in their entirety, with the understanding that failure to do so could forfeit my (our) reservation(s) and any fees and/or deposits, as well as jeopardize any future reservation of McMurry facilities.

Organization Representative

Date