

# Campus Union Contractual Agreement for University Groups and Organizations

Phone: 575.562.2108 • Fax: 575.562.4321

I, \_\_\_\_\_, hereby agree that while using the \_\_\_\_\_  
on \_\_\_\_\_ from \_\_\_\_\_ I will adhere to the  
following rules and regulations put in place by the Office of Campus Life.

## Policies and Procedures

1. I understand my reservation is not finalized until I sign and submit this contractual agreement.
2. I/my party will not use tobacco products within the facility.
3. I/my party will not contain or consume alcohol within the facility nor on the premises.
4. I/my party will not alter or vandalize any structure within the facility nor on the premises.
5. Following the event, I/my party will leave the facility neat and in order.
6. I understand that an additional security fee may be charged when necessary and at the discretion of the director of the Campus Union building. Rates set by University Police.

## Reservations

1. I/my party will complete a facility request form for **all** requests.
2. I/my party will inform the Office of Campus Life within **48** hours of cancellation of reservation.
3. I/my party understand the following will occur if **48** hours is not given for a cancellation.
  - a. First time, a verbal warning from the Office of Campus Life
  - b. Second time, a written warning from the Office of Campus Life
  - c. Third time, loss of privileges for one month
  - d. Fourth time, loss of privileges for semester
  - e. Fifth time, loss of privileges for one academic year

## Catering/Food

1. All parties utilizing the building (12 hours) or more must use the in house catering company for meals.
2. No outside food may be brought into the building at any time, without permission from the director of the Campus Union building or the in house catering manager first.
3. Clients will contact In house catering company for all arrangements and have the option of using the dining hall or Ground Zero services.
4. Depending on the event and at the discretion of the director of the Campus Union building, the event may require security and or supervision. The decision will be made by the director of the Campus Union building and/or the University Police.

## Post Event Clean-Up

If, in the judgment of the director of the Campus Union building, the facility is left in a state that requires cleaning in excess of standard cleaning, charges for such cleaning will be billed to the individual/group noted on the reservation form.

Rules and regulations are subject to change at any time and at the discretion of the director of the Campus Union building. Failure to comply with the rules listed above will result in a withheld deposit fee, as well as additional charges deemed necessary by the director of the Campus Union building.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of the Campus Union Signature

\_\_\_\_\_  
Date