

Eastern New Mexico University

Campus Union Building

Contractual Agreement

Non-University Clients (Groups 2 &3)

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

Policies and Procedures:

1. I understand my reservation is not finalized until I sign the 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 additional security fees may be charged if I occupy the facility longer than the time I allotted.
7. I/my party understand there will be additional charges assessed when utilizing on-call employees after the Campus Union Building's normal business hours.
8. I/my party understand that a **3%** additional fee will be charged if payment is not received by the date set by the Campus Life Office.
9. I/My group understand that we must contact the university police prior to the event for parking (Buses, Vans) visitor parking decals, etc.

Deposit:

1. A deposit must be paid when the reservation is made in order to hold the reservation. (see room rates for deposit fees)
Deposits are refundable up to 48 hours prior to the reservation. After that time, deposits are non-refundable.
2. If I/my party occupy the facility longer than the reservation indicates, my deposit will be held.
3. If, in the judgment of the director of the CUB, the facility is left in a state that requires cleaning in excess of standard cleaning-the deposit will be held.
4. If I/my party fail to have proper security and effective chaperones and supervision of the activity and participants, the deposit will be held.

Security:

1. I understand that an additional security fee may be charged when necessary and at the discretion of the director of the CUB and or the University Police. Charges in excess of the deposit will be billed to the individual who authorizes the reservation.
2. The average is one officer for every 100 people. Groups differ and security will be set at the discretion of the director of the CUB and or the university police. Rates are set by university police
3. Security must come from the university police unless permission is granted by the director of the CUB or the University Police.

Catering/Food:

1. All parties utilizing the building all day (12 hours) must use Sodexo for meals
2. No outside food may be brought into the building at any time without permission from the CUB director or catering manager first.
3. Clients must contact Sodexo catering for all arrangements
4. Campus dining options may include the Cafeteria or Sodexo retail venues.

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

Client Signature Date

Director of the Campus Union Building Signature Date