

Morris University Center Reservation and Catering Policy

I. Purpose

The Morris University Center (MUC/University Center) is the center of campus life and serves as the premier location for meetings, programs and services for students, faculty, staff and guests. The University Center is operated solely through student fees and self-generated revenue. In order to recover operating costs, reduce reliance on student fees and comply with bond covenants, the University Center must generate funds through the rental of space, audio visual equipment and other services. Requests for space, equipment and catering in the University Center are processed through Event Services in accordance with building and University policies.

II. Reservation Guidelines

A. Reserving Space: Space in the University Center is available for scheduling events and meetings by SIUE registered student organizations, divisions or departments and off campus customers. Details related to events should be accurately recorded and communicated through the appropriate means (i.e. phone, in person, Virtual EMS Request) with Event Services in a timely manner. Every effort will be made to accommodate the needs of the customer and reservations are made on a first-come, first-served basis.

1. Meetings and events sponsored by SIUE registered student organizations, divisions or departments must comply with the following guidelines to secure best pricing.
 - a. The event or meeting must be planned and managed by the registered student organization, division or department and must truly be an organizational or departmental initiative.
 - b. Student organizations, divisions or departments may not serve as sponsors to non-university or personal interest groups to enable discounted space in the University Center.
 - c. Costs associated with the event or meeting must be paid by the sponsoring group using a budget purpose number for SIUE student organizations and departments, and cash, check or credit card for off campus customers.
 - d. All reservation details including set-up and audio visual requests must be communicated in advance to Event Services by the sponsoring group's representative.

- f. Due to limited resources, late requests or changes within two business days of an event may not always be accommodated. When they can be accommodated, late requests will incur additional fees per the current rate schedule.
 - g. Reservations for regularly scheduled credit or non-credit courses offered on a semester basis will not be allowed.
 - h. Reservations for class projects will be billed at the student organizational rate for the room rental and equipment per the current rate schedule. The individual will be responsible for payment.
 - i. Event Services reserves the right to change location and/or cancel an event or meeting when appropriate. Every effort will be made to notify the customer in advance and to accommodate the customer in an alternate location.
 - j. Due to the consideration for other events, customers requesting space for dance practices, rehearsals or other loud volume events will be limited to specific rooms.
 - k. The use of glitter and confetti is prohibited in the University Center.
 - l. The use of a fog machine is prohibited in the University Center.
 - m. The use of open flamed candles is prohibited in the University Center for any reason. Evidence of this activity may result in the organization and/or sponsor no longer being able to reserve space in the University Center for a minimum of one semester.
 - n. Printed material posted on the walls without prior approval is prohibited. Mounting putty is the only substance allowed. Tape, 3M strips, tacks or other adhesive cannot be used. Damage to the walls will result in repair charges.
2. To assure equal access to facilities for all SIUE sponsoring groups, each group is limited to a maximum of three consecutive days of bookings in any given week unless otherwise approved by Event Services.
 3. The University Center will not accept reservations from any student organization with an outstanding balance or in “bad” status with the Kimmel Student Involvement Center, the University Center or the University. The University Center will reserve the right to cancel existing future reservations for any group with an outstanding balance if that balance is not paid within 30 days.

B. Scheduling Priorities: Requests for space are subject to the following scheduling priorities presented in order from highest to lowest.

1. University annual events as part of the University’s traditions and as a service to students and the campus community (i.e. Preview, Homecoming, Family Weekend, Welcome Week, etc.) may be requested up to two years in advance.
2. Student organizations must be currently registered with the Kimmel Student Involvement Center. Events planned by student organizations may be requested up to one year in advance.

3. University divisions and departments may request space up to one year in advance.
4. Off campus customers (i.e. weddings, high school proms, etc.) may request space:
 - a. more than one year in advance during the “off peak” times (i.e. University holidays, semester breaks and summer months).
 - b. no more than nine months in advance during “peak” times of the year (when classes are in session).

C. Scheduling Deadlines: The following guidelines apply to meetings and events sponsored by SIUE registered student organizations, divisions or departments. Late fees will be applied if the sponsoring group does not adhere to the deadlines.

1. Information/Marketing tables may be reserved no less than one business day in advance. Exceptions may be made for the day of the request based on available space, equipment needs and personnel.
2. Reservations for meeting rooms with standard/fixed set-ups must be booked no less than one business day prior to the event. Exceptions may be made for the day of the request based upon available space and equipment needs.
3. Equipment requests and changes to reservation details must be finalized no less than three business days prior to the event.
4. Major events in the Ballroom and Conference Center such as receptions or conferences must be booked no less than five business days in advance of the event.
5. Late night dances must follow the SIUE Late Night Dance Policy.

D. Room Availability and Set-Up

1. It is the customer’s responsibility to communicate set-up needs with Event Services and then to carefully review the confirmation to ensure all reservation times and set-up information is accurate and complete.
2. The set-up details for use of the Ballroom and Conference Center must be submitted and agreed upon no less than five business days prior to the event.
3. Set-up details for all other rooms (without a standard/fixed set-up) must be submitted and agreed upon no less than three business days prior to the event. If set-up details are not submitted and agreed upon, it will be assumed the event is cancelled and the space will be released.
4. When a customer requests access to a specific room (without a standard/ fixed set-up) which requires set-up and other arrangements less than three business days prior to their event, a late request fee will apply per the current rate schedule.
5. When appropriate, additional set-up fees may be assessed. Event Services will determine what is assessed and discuss with the sponsoring group including set-up changes within 24 hours of the event.
6. Charges will be applied for excessive cleaning or damage to the reserved space.

7. Meeting rooms will be available approximately 30 minutes prior to the event time unless otherwise specified.
8. Rooms may be occupied only during the reserved time.
9. Events should end no less than 60 minutes before the building closes. Groups whose events exceed these limits will be charged for staff overtime and operating costs.
10. Persons remaining after the scheduled reservation end time will be asked to leave, as preparation time is needed for any following event.
11. The customer is responsible for leaving the room in the same condition in which it was found.
12. The University Center is not responsible for personal items left in dining areas, meeting rooms or lounge areas. Any found items will be turned in to the Lost and Found.

E. Cancellations and No-Show Fees

1. Cancellations within two business days prior to the event, as well as no-shows occurring the day of the event will be subject to a fee per the current rate schedule.
2. Registered student organizations, divisions and departments with cancellations within two weeks of the reservation date for the Ballroom, Conference Center and/or a reservation with multiple bookings will be subject to a fee per the current rate schedule. Off campus customers with cancellations within two weeks of the reservation date will forfeit the deposit and be charged 50 percent of the catering order.
3. After three late cancellations (made within 24 hours of the event start time) and/or three no-shows, further scheduling permission within the building for meetings, events and/or marketing tables will be suspended for the remaining semester and/or the following semester.
4. Customers with cancellations which occur within one business day prior to an event with set-up and audio visual equipment requested will be charged a fee for the room and technical services per the current rate schedule.

F. Fee Structure

1. Rental charges are discounted or charged per the current rate schedule for use of facilities, audio visual equipment and conference services (i.e. easels, dance floor, pipe and drape, staging, etc.) within the University Center.

- G. Rental Rates: The current rate schedule can be accessed from the University Center website: www.siu.edu/muc. Rates for room rental, audio visual equipment, labor charges and conference service needs (i.e. easels, pipe and drape, theater ropes, etc.) are listed on the University Center website. Rates are subject to change.
- H. Deposit/Payment: The University Center requires all customers to provide prompt payment for all fees associated with a scheduled event. The confirmation sent from Event Services contains all the information regarding rental fees and appropriate discounts. The following requirements are based on the sponsoring groups classification:
1. SIUE Registered Student Organizations, Divisions and Departments:
 - a. SIUE registered student organizations, divisions and departments must provide a budget purpose number at the time of booking. All charges will be billed to that account. Cash, checks and credit cards are not accepted for events being sponsored by these groups.
 - b. No deposit is required at the time of booking for room rental or catering orders. Cancellations made the day of the reservation or no-show will be charged at 100 percent including fees for room rental, set-up, catering services and technical services requested for the event.
 2. Off Campus Customers With Events in the University Center
 - a. A deposit is required when reserving space in the University Center. The deposit is the cost of the daily room rental charge, per the current rate schedule, at the time of the booking. The reservation is not confirmed until the deposit is received by Event Services.
 - b. Once a catering order is placed or two weeks prior to the event date, 50 percent of all additional costs associated with the event (i.e. catering, technical services, additional building hours, etc.) is due. This payment is due no less than two weeks prior to the event.
 - c. A final payment of the remaining balance is due within two weeks after the conclusion of the event date.
 - d. A reservation status of "tentative" may be held for two weeks for the Ballroom, Conference Center or multiple bookings prior to the date of the event. However, a "tentative" status does not guarantee the space as a booking. The deposit is due when the booking is "confirmed." The deposit is applied to the balance due.
 - e. Cancellations for the Ballroom, Conference Center or multiple bookings must be made no less than 30 days prior to the event or the full deposit will be forfeited.

- f. Cancellations made within two weeks prior to the event will forfeit 100 percent of the room rental deposit and 50 percent of any catering order deposit.
 - g. Cancellations made the day of the reservation or no-show will be charged at 100 percent including fees for room rental, set-up, catering services and technical services requested for the event.
 - h. All payments must be paid to SIUE in the form of a check or credit card.
 3. Off Campus Customers With Catered Events Outside the University Center
 - a. For catered events outside the University Center, a 50 percent deposit will be required at the time of placing a catering order for all off campus customers. The balance must be paid no less than five business days prior to the event. Any host bar and last minute additional charges will be billed after the event.

I. Damage/Cleanup

1. The customer is liable for any damage to the University Center as a result of their activity or event.
2. The customer is responsible for charges, fees and damages caused by members of the group or by anyone attending the event. Damage charges will reflect the current cost for replacement/repair (labor and materials).
3. If refuse is not discarded in a trash receptacle, a fee will be assessed for cleanup per the current rate schedule.

J. Marketing/Information Tables

1. All arrangements for use of marketing/information tables must be made through Event Services.
2. Marketing tables for SIUE organizations may be scheduled for up to but not exceeding three consecutive business days at no charge. Off campus customers may schedule marketing tables for no more than two consecutive business days and charges will apply per the current rate schedule.
3. Tables or displays may not impede normal traffic flow in the University Center and must remain in the designated location.
4. Noise levels must remain at a level that is not disturbing to others. Groups exceeding this level will be asked to turn the volume down. If a group does not comply, the group will forfeit scheduling privileges for marketing tables for the remaining semester.
5. Representatives of the sponsoring group are not allowed to position themselves beyond their reserved space for the purpose of approaching individuals walking about the University Center.

6. The University Center does not allow the use of marketing/information tables for credit card companies, alcohol or tobacco products, gambling, adult entertainment or any other activity deemed unsuitable for the University community.
7. No direct sales by off campus groups for any service or product will be permitted.
8. No sales or marketing efforts will be allowed that are in direct competition with goods and services provided in the University Center or that violate any current exclusivity contracts (i.e. pouring rights contract, etc.).

K. Storage

1. The storage of items for events in the University Center is only allowed with prior approval and is based on space availability. Items must be removed from the room immediately following the reservation end time or additional charges will apply.
2. Neither SIUE nor the University Center is responsible for lost, damaged or stolen items.
3. Any items left in the University Center will either be placed in Lost and Found and/or discarded.

L. Event Security

1. The sponsoring group will be responsible for arranging security through Campus Police, and will incur all related security charges when security is required.
2. When campus security is required by a student organization, the organization is responsible to contact Kimmel Student Involvement Center for assistance in arranging security needs. The student organization will incur all related security charges.

M. Audio Visual Equipment and Technical Services

1. Equipment needs must be communicated to the Event Services staff at the time the request for space is made. The customer is responsible for reviewing the confirmation to ensure all necessary audio visual equipment has been included. Approval of the confirmation and equipment needs must be received by Event Services no less than three business days prior to the event.
2. All audio visual equipment is scheduled on a first-come, first-served basis regardless of the nature of the event. Customers must be aware that availability of equipment within the University Center is limited. Requests received less than two business days prior to the event may not be honored or may be subject to additional late fees per the current rate schedule.

3. Customers requiring a more elaborate lighting and/or presentation package must communicate with Technical Services staff no less than two weeks prior to the event about their specific needs. Due to equipment and limited staff there is no guarantee that any changes requested less than two weeks prior to the event will be accommodated.
4. Customers using the meeting rooms are allowed to bring in their own equipment if desired. However, if Technical Services staff is requested by the customer (i.e. operating equipment or being present during the presentation for support, etc.) for equipment not provided by the University Center, the customer will be billed for staff support per the current rate schedule.
5. Audio visual equipment is not to leave the University Center or the Stratton Quadrangle area.
6. Rental charges for audio visual equipment are based on the current rate schedule and the equipment requested. Charges will be assessed for the following conditions:
 - a. Requests for equipment which occur within two business days of the event will be charged a late request fee per the current rate schedule.
 - b. Technical Services staff is required to be present in the Ballroom when audio visual equipment is requested. Staffing costs and other charges will be applied to the reservation per the current rate schedule. Technical Services staff will be available one hour prior to the event start time, unless an earlier time is agreed upon with Technical Services prior to the day of the event.
7. Audio equipment being used in the Goshen Lounge must not exceed a sound level of 85 decibels. University Center staff will address the issue with the event coordinator if the level is higher than 85 decibels. The event will be ended if the customer fails to adhere to the policy as requested by the University Center staff.

N. Ballroom Projection Booth: Only authorized MUC Technical Services staff is allowed in the projection booth. Exceptions may be approved by the University Center Director or designee for special events/occasions.

III. Catering Guidelines

A. Catering Menus: Up-to-date catering menus and pricing can be found at: www.siu.edu/muc/catering.shtml.

B. Catering Requests/Orders

1. Only food and beverages purchased from the University Center Dining Services and Catering may be served at events scheduled in the building. No other off campus catering companies may provide food for events in the building.

2. Registered student organizations may bring in light food/snacks for general meetings involving members only (not “events”) provided the cost of such food/snacks does not exceed \$100 in value. Student organizations are expected to cleanup and place refuse in a nearby trash receptacle. If a student organization brings in outside food and does not cleanup and dispose of refuse properly, a cleaning charge, per the current rate schedule, will be assessed. Additional charges may apply depending on the extent of time required for cleaning. Violations of this policy may result in forfeiture of scheduling privileges for a minimum of one semester.
3. Food left over from an event must remain with the University Dining Services and cannot be taken by the customer.
4. Catering generally offers a more limited menu during the summer months (May, June, July and first part of August) due to reduced summer staffing. During this time frame, any order changes must be made prior to 12:00 P.M. the day before the event.

C. Menu Pricing: Catering Services menu pricing is based on the current catering guide.

1. Student organizations will receive a discount on their catering order per the current catering guide.
2. Prices for menu items do not include any additional charges (i.e. service charge, sales tax and/or “Out of Building” charges), where applicable. The additional charges will be listed as a separate line item per the current catering guide.
3. Room charges will be discounted when a full meal (as outlined in the current catering guide) is ordered through Catering Services. This discount is only available for off campus customers that do not already receive a room rental discount.

D. Minimum(s): A minimum food and beverage order is required as outlined in the current catering guide.

E. Deposit/Payment

1. Payment for catered events within or outside the University Center will be billed as outlined under Reservation Guidelines, Deposit/Payment.

F. Guarantee: The Food Service Guarantee (the number of guests that a customer is guaranteeing for catered meals) is due no less than three business days prior to the scheduled meal function. If the guarantee is not received, the estimated attendance will be billed. Customers will be billed for the actual number of meals served or guaranteed whichever is greater. Any variations to the catering order received less than two days prior to the event will result in an additional 15 percent late charge on menu changes. A 25 percent service

charge will be added for additional meals requested the day of the event. There is no guarantee the same menu will be available when additional meals are requested the day of the event.

G. Cancellation: Cancellations must be made no less than five business days prior to the event date. Cancellations made less than five business days prior to the event date will be billed for 50 percent of the catering order. Events cancelled the day of the event will be billed at 100 percent of the catering order.

H. Service Charge: Service charges will apply on orders that require staff to remain and/or provide service for the event as outlined in the current catering guide.

I. Out of Building Delivery Charges

1. There will be an “Out of Building” charge on all food orders outside the University Center per the current catering guide.
2. Hot meals “Out of Building” will be buffet only. If plated service is requested, there will be an additional charge per the current catering guide.

J. Tables and Table Coverings

1. Table Coverings

- a. Tablecloths and cloth napkins will be provided without cost for served meals or buffets according to the current catering guide. Skirted linens will be provided on buffet and bar tables. For simple refreshments (i.e. cookies and punch, cake and punch, coffee and doughnuts, etc.), tablecloths and skirting will be furnished only for the refreshment table(s).
- b. Additional tablecloths for seating tables, display tables, etc. will be billed per the current catering guide and must be ordered 14 days prior to the event.
- c. Colored tablecloths, beyond red, white and black, are available upon request for an additional fee per the current catering guide. Color ordered 30 days prior to the event.

2. Tables Outside of the University Center

- a. Customers are responsible for providing tables when requesting catered or carry out items outside of the University Center. This includes any guest tables for seating or for food service use.

K. China/Glassware

1. China and glassware are available as an upgrade, for menus that do not include it as outlined in the current catering guide.
2. There will be an additional charge per the current catering guide for china/glassware service out of the building.

L. Bar Service

1. Host Bar service is available for no less than two hours and no more than four hours and is priced per person with a minimum order of ten people.
2. Cash Bar service is priced with a set-up fee, per event.
3. No alcohol will be provided without food ordered for the event. A food order must consist of a meal or a substantial order of appetizers which will be provided by Catering Services. If at any time food is not available, alcohol service will discontinue.
4. Alcoholic beverages are permitted in the University Center and other designated areas on campus in accordance with the State of Illinois Policy and Regulations for the sale and use of alcoholic liquors on the SIUE campus and must be provided by Catering Services. (For additional information visit Policies and Procedures, Volume 1, Chapter 6 at www.siu.edu/policies/toc.shtml.)
5. The sale and distribution of alcoholic beverages is provided under the license agreement with the State of Illinois. Food must be served when alcohol is being served.
 - a. Alcoholic beverages are not permitted during any student organization sponsored event.
 - b. The alcohol request form is available through Event Services. The form must be completed and submitted no less than ten business days prior to the scheduled event.

M. Right of Refusal

1. Catering reserves the right to limit or refuse service when the department has maximized its resources and staff (i.e. Opening Week of fall semester, December and late April into May, etc.).

IV. Miscellaneous Rules and Procedures

A. Building Hours

1. Building hours are displayed at each entrance and posted online at www.siu.edu/muc.
2. The University Center will be closed when official University closing dates are in effect. Hours for the University Center may be adjusted for special holidays, summer or break periods.
3. Extended building hours to accommodate an event must be approved by the University Center Director. Approval is also subject to the availability of University Center staff. Requests will be considered with a minimum of ten days' notice prior to the event. A fee for each additional hour will be billed according to the current rate schedule.

- B. Inclement Weather: When inclement weather affects the immediate area, the University may close the campus. The University Center is considered to be an essential service and will remain open with adjusted hours and limited, essential services (e.g. food service for residential students). The Event Services, Catering Services and Technical Services will not be operational and all events requiring any of those services will be cancelled. These services will be suspended until the University is officially reopened.
- C. Indemnity and Insurance
1. Upon receipt of the confirmation of reservation, the customer undertakes and agrees to indemnify and hold harmless the University, its agents and employees against any and all claims, demands, damages and expenses including any claims or liability for compensation.
 2. The University reserves the right to require additional insurance coverage from the customer based upon the operation and occupancy of the premises and the nature of the event.
- D. Control Of and Access To Premises
1. The University retains the right to control the management of the facility at all times, to enforce all University policies and regulations. The University Center Director, his/her designee or members of the University Police may enter the premises at any time and on any occasion.
 2. The University reserves the right through the University Center Director and his/her representatives to eject any unruly person or persons including the customers' employees or contracted individuals from the building. Upon signing the confirmation of reservation, the customer waives all rights and claims from damages against the University, its agents, officials or employees.
- E. The University Center reserves the right to update the current University Center Reservation and Catering Policy, procedures, rate schedules and catering guide at any time to carry out the purposes and objectives of the University. The rate schedules and catering guide prices do not include tax, if applicable, and are subject to change at any time.