



RICE STUDENT CENTER FACILITIES RESERVATION PACKET

Thank you for your interest in using the facilities offered by the Rice University Student Center. Enclosed you will find a Facility Use Agreement, Usage Policies, Facility License Agreement, an Insurance Form, and Directions to Rice.

PAYMENT AND DEPOSIT:

Conditions of facility use can be found after the Facility Use Agreement. Please consider these conditions carefully. The Student Center must receive a **\$100 non-refundable deposit** (which is applied toward the total amount) before the reservation is put on hold. We must also receive a \$400 refundable deposit for Grand Hall events for any violations presented to us after the event. If such occurs we will deduct the charges from your deposit. Violations to consider towards the deduction of deposit are as follow:

- Violating the contract (e.g., the use of fog machines or any other equipment that is prohibited in the building)
- Going over the contract hour (including clean up)
- Excessive custodial clean up (ex: graffiti on walls, excess trash, etc.)
- Security staying over there contract.

Full payment is **due thirty (30) days prior to the event** and a completed contract must be received no later than 30 days prior to the scheduled event. If there are no violations then your deposit is returned in full. We must receive the complete deposit a week before your event. Any additional charges above the deposit amount assessed after the event will be due within thirty (30) days of billing.

INSURANCE:

A certificate of insurance is required for all events. The certificate must have proof of commercial general liability and automobile liability insurance in amount of \$1,000,000.00 per occurrence per line of coverage. If the group is unable to provide a certificate of insurance the university can provide insurance coverage at a cost of **\$225 - \$235 per event, (rate is based on number of attending guests)**. Enclosed is a special events information sheet. This sheet needs to be filled out and sent to the Student Center Reservationist for groups in need of insurance coverage

EVENT CANCELLATION POLICY: In order to maximize the utilization of our facilities, the following sliding scale of cancellation fees will apply:

- Cancelled > 2 weeks (15+ business days) prior to the scheduled event 75% of the facility use fee is refunded.
- Cancelled > 1 weeks (6-14 business days) prior to the scheduled event 50% of facility use fee is refunded.
- Cancelled < 1 week (0-5 business days) prior to the scheduled event 0% of facility use fee is refunded.