

**APPLICATION FOR USE OF THE  
UNIVERSITY OF MEMPHIS ALUMNI CENTER AND SURROUNDING PROPERTY**

Dates may be scheduled a maximum of six weeks in advance of event date.  
Return application to the Alumni Center, phone 678-2586/fax 678-5215

We are committed to providing a clean, attractive environment for all Alumni Center guests. We encourage appropriate and frequent use of the facilities. Nonetheless, Alumni Center guidelines must be strictly adhered to. Failure to do so will result in a \$150 fee assessment and possible loss of building privileges.

Name of Organization: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Sponsoring U of M Department: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Hours (from-to): \_\_\_\_\_

Event Type:  Seated Meal (50 capacity)  Reception (100 capacity)  Meeting (50 capacity)

Event Purpose: \_\_\_\_\_

Number of participants expected: \_\_\_\_\_ Will an event participation fee be charged?  yes  no

Is food to be served?  yes  no If yes, complete the following:

Check one:  Prepackaged snacks and beverages only

Catered by U of M Food Services  
(Applicant must make food arrangements directly with U of M Food Services)

Application to "Bring Food on Campus" form submitted  
(Required for all served meals not catered by U of M Food Services, including potluck meals.)

Exact type (s) of food to be served: \_\_\_\_\_

Who is responsible for clean up?  U of M Food Services  Applicant (paper products & prepackaged food only)

If food is to be served, please adhere to guidelines as stated on the following page.

**I have read, understand, and agree to comply with the Alumni Center usage guidelines. No Alumni Center staff is on duty after hours; therefore, I assume full responsibility for the Alumni Center and its contents. I assume responsibility for locking all entry doors upon departure. A \$150 fee will be charged to all groups who violate Alumni Center Usage Guidelines.**

Sponsor (must be U of M faculty /staff): \_\_\_\_\_ Campus phone: \_\_\_\_\_

**The faculty/staff sponsor must be present during the entire event including setup and cleanup. This person is responsible for locking ALL entry doors after office hours.**

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

**PLEASE DO NOT WRITE BELOW THIS LINE. STAFF USE ONLY**

**Usage Form:**  approved  rejected **Food Form:**  approved  rejected

Facility Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

## **U OF M ALUMNI CENTER POLICY AND PROCEDURES**

The University of Memphis Alumni Center houses the Alumni Association, Advancement Services and the Foundation offices. Center hours are from 8 a.m. until 4:30 p.m., Monday through Friday; the building is locked at other times. An entrance key must be obtained in advance for functions scheduled after hours, and a staff/faculty member must be present at all times.

Usage of the facilities is limited to departments and groups officially associated with the University of Memphis. These meetings must be for University-related purposes. Reciprocity agreements with other institutions of higher education may be granted. All rules and regulations of the U of M and of the Alumni Center must be followed.

### **Facilities:**

The Alumni Center meeting space consists of a sitting room and dining room with kitchen facilities. This area has a maximum capacity of 50 persons for a seated meal. Receptions for up to 100 people may be accommodated.

### **General Guidelines**

1. The University of Memphis Alumni Association and its clubs, chapters and committees maintain priority when scheduling the facility. All other University related organizations may not schedule use of the Alumni Center more than six weeks in advance of the event.
2. Use of the Alumni Center is limited to departments and groups officially associated with the University of Memphis. These meetings and events must be for university-related purposes. All rules and regulations of the University apply to the use of the center.
3. The Alumni Center is a non-smoking facility.
4. The University of Memphis faculty/staff sponsor must be present throughout the entire event, including set-up and clean-up periods.
5. No alcohol is allowed on the premises. Dancing, burning of candles, and use of confetti, rice or birdseed are prohibited.
6. All event activities must be restricted to the Alumni Center meeting room. The reception area/desk in the Alumni Center Lobby may not to be used for any reason. Children must be supervised at all times.

### **Key Pickup for After Hours Events**

To gain entrance to the building for events scheduled after office hours, a key must be obtained by the faculty/staff sponsor during regular office hours, 8 a.m. – 4:30 p.m., Monday through Friday. Keys must be returned to an Alumni Center staff member no later than noon on the

next business day. The U of M sponsor must make sure the lights are left on and all doors are locked before leaving the building. In addition, public restrooms should be checked.

### **Food Services and Room Set-up/Clean-up Responsibility**

1. Prepackaged food and beverages may be served without special approval. Meals may not be cooked in the Alumni Center kitchen.
2. All catered food served in the Alumni Center must be provided by the U of M Food Services unless otherwise approved. A separate application, available at the Alumni Center or online at [http://www.people.memphis.edu/~student/vpoffice/Food\\_Exception\\_Guide.html](http://www.people.memphis.edu/~student/vpoffice/Food_Exception_Guide.html), is required to serve outside food. This form must be completed and returned to the Alumni Center at least 10 business days prior to the event.
3. Groups may do their own clean up only if all paper products are used. **Garbage must be deposited in the dumpster outside the kitchen door.** The building must be left clean or a \$150 fee will be assessed.
4. Dining tables and chairs must remain in the dining room. The sitting room furniture may not be rearranged for any reason. The Alumni Center does not provide extra tables, chairs, dishes, silverware, paper goods, extension cords, screens, TVs, VCRs, overhead projectors or other equipment.
5. Food, beverages and supplies stored in the kitchen and refrigerator are **NOT** for general use.

### **Guidelines for Scheduling the Alumni Center Meeting Room:**

1. Use of this facility must be approved at least 10 business days in advance. Applications may be requested by calling the Alumni Center at 678-2586. Strict adherence to the rules pertaining to usage must be followed if approval is granted. If a scheduled meeting is cancelled, the Alumni Center must be notified or groups may forfeit scheduling privileges.
2. Persons making the reservation for a function must be in attendance throughout the meeting, be responsible for following all rules and guidelines and must be a University of Memphis faculty/staff member.
3. All events scheduled after hours require that a faculty/staff member be present and, together with the person making reservation, be responsible for security of the building, leaving on all overhead lights and making sure all doors are locked before leaving the building.
4. Events must be scheduled to begin between 8:00 a.m. and 8:30 p.m. and conclude no later than 11:00 p.m.

5. All food served in the Alumni Center must be catered through the U of M Food Services unless otherwise approved. A separate application, available at the Alumni Center or online at [http://www.people.memphis.edu/~student/vpoffice/Food\\_Exception\\_Guide.html](http://www.people.memphis.edu/~student/vpoffice/Food_Exception_Guide.html), is required to serve outside food. This form must be completed and returned to the Alumni Center at least TEN BUSINESS DAYS prior to the event. Prepackaged food and beverages may be served without special approval.
6. Groups may choose to do their own cleanup or pay a cleanup fee of \$150. If the room is not cleaned or put back in original order, a fee of \$150 will be assessed to the user group.
7. Keys to the building must be picked up by the faculty/staff sponsor between 8 a.m. and 4:30 p.m. and returned no later than noon the next working day.
8. Any exceptions to this policy must be approved by the Executive Director of the Alumni Association.

**Application for Use of Facilities:**

The attached application must be prepared by the requesting party and submitted in writing to the Alumni Center receptionist/scheduler at least 10 business days prior to the event.

**Violations of any rules and regulations of the University of Memphis or guidelines for the use of the Alumni Center will result in a \$150 fee assessment and may prohibit future utilization of the Center by the requesting group.**

The Alumni Association staff is responsible for insuring compliance with this procedure.

Please return to:       The University of Memphis Alumni Center  
                                  635 Normal Street  
                                  Memphis, TN 38152  
  
                                  (901) 678-2586 Office  
                                  (901) 678-5215 Fax