Facility/Services Request
Millennium Student Center Event & Conference Services
Office of MSC Operations • Division of Administrative Services

One University Blvd. • 218 Millennium Student Center • St. Louis, MO 63121
Office: (*314)516-5573* • Fax: (*314) 516-5320* • Email: *halldc@umsl.edu*

Today's Date: _____ **Date of Event**: _____

Name/Brief Description of Event: _____

Organization: _____ **Address**: _____
Street City/State Zip

Contact Person: _____ **Email**: _____

Phone: (Daytime) _____ (Evening) _____ (Fax) _____

Billing Address: _____
Street City/State Zip

Meeting/Dining Space Requested	Start – End Time	Number Attending	Room Setup Style*

MSC reserves the right to substitute space. Requestor will be notified of substitution(s). Requests requiring rental will involve additional charge(s).

***Setup Styles Available**: (Diagrams are required for "Other" setups. Floor plans are available or use the reverse side of this form.)
[ ] Theater [ ] Conference [ ] Closed Square [ ] U-Shaped [ ] Circle of Chairs [ ] Banquet Rounds [ ] Other

Audio-Visual & Other Equipment Required: [ ] Yes [ ] No **Equipment/Services Available**: LCD Projector, Laptop, VCR, DVD Player, Wired Microphone, Wireless Microphone, Lapel Microphone, Flip Chart, Cassette/CD Player, Podium, Piano, Stage (4 ft. x 8 ft. sections - 12 maximum), Wireless Internet Access

Type of Equipment/Service Needed	Quantity	Room	Total Hours Needed

Event Liability Insurance is required for all non-University sponsored events. Insurance may be purchased through the University or requestor may purchase it through another carrier. If self-provided, requestor must submit a certificate of insurance with the signed contract. **Requestor will purchase insurance through University** [ ] **Yes** [ ] **No** **Requestor will provide certificate of insurance** [ ] **Yes**

Parking: Number of **Cars** _____ **Buses** _____ **Number of permits required** ($1.50 each) _____

Does this reservation involve food/beverage? [ ] Yes [ ] No **Will alcohol be served?** [ ] Yes [ ] No
All food/beverage must be purchased through the University's contracted food service company. To arrange call 516-4321.

Method of Payment: _____
Make checks and money orders payable to: UM-St. Louis. A credit card is required for charges incurred after final payment has been made. A $50.00 non-refundable application fee is due upon submission of this form.

By signing this form, you agree to the policy and procedures outlined on the back and the guidelines outline in the Millennium Student Center User Guide.

Requestor's Signature: _____

University of Missouri-St. Louis
MSC Event & Conference Services
Policy & Procedures

Reserving Space

- All requests to use space must be submitted on a Facility/Services Request Form and emailed to Dorian Hall at halldc@umsl.edu.
- A non-refundable room deposit of $50.00 must be submitted with the request.
- All space is reserved on a first-come-first-served basis.
- Reservations will not be confirmed until the Facility/Services Request Form **and** room deposit has been submitted at which point a confirmation will be sent.
- After details of event are made final, a contract will be sent for perusal and signature. If the signed agreement and payment are not received by the date specified, the reservation will be cancelled.
- MSC Events & Conference Services reserves the right to reject a request if it is programmatically or operationally impossible or in conflict with the University's policies and regulations.

Payment

Payment of all fees must be submitted no later than 30 days prior to the date of the event. Checks and money orders should be made payable to UMSL. Major credit cards (except American Express) are accepted. Partial payment will be considered for events scheduled a year or more in advance.

Cancellations

Events canceled after the deposit/payment has been paid and more than 90 days from the event will be refunded half the amount of the deposit/payment minus the cost of insurance, if applicable. No refund pertaining to room fees and services will be given for cancellations less than 90 days prior to the date of the event.

Catering

All food and beverages served at events held in the Millennium Student Center must be purchased through the University's contracted food service. You may contact them directly for menu options and prices by calling 516-4321. You will be billed separately for catering.

Event Liability Insurance

UM Risk & Insurance Management requires that all non-university sponsored events be covered by Commercial General Liability Insurance (comparable to comprehensive General Liability Insurance). This insurance may be purchased through the University or the requestor's insurance carrier. Essentially, the terms of the insurance are:

a) The standard minimum coverage is $500,000 combined single limit for bodily injury and property damage, per occurrence and aggregate.
b) The insurance policy must name "The Curators of the University of Missouri" as an additional insured.
c) The organization will provide for Worker's Compensation coverage at statutory limits and Employers' Liability coverage with a minimum limit of $100,000 per occurrence and aggregate.
d) If the policy is changed or canceled, written notice should be immediately be given to MSC Events & Conference Services.

An event held over a period of consecutive days or in more than one location on campus will be covered under one policy. A separate policy must be purchased for each subsequent event. If you decide not to purchase insurance through the University, a certificate of insurance from your carrier must be returned along with the signed agreement and payment by the date specified by MSC Events & Conference Services.

Proper Care and Use of Facilities

It is expected that proper care will be taken of the Millennium Student Center facilities. Please keep in mind and inform your guests that:

- Smoking is prohibited on the campus.
- Food and beverages are to remain in designated areas.
- Guests must restrict their activities and movement to the areas in the building specified in the agreement.
- Clothes and personal belongings should be removed and trash placed in the receptacles provided.
- No lighted candle may be passed from one person to another. Candles may be used in candelabras provided drip shields or other protective measures are used.
- Adhering items to walls is strictly prohibited.

Parking

Parking permits are $1.50 per vehicle and should be affixed to the rear window on the driver's side. Cars without permits will be ticketed. Some events may require designated parking areas.
There are no designated parking areas for weekend events beginning after 5:00 p.m. Friday through 7:00 a.m. Monday.