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**Building Rental Form**

*Submit this form to Saint Mary’s University-Rochester at Cascade Meadow, by email at rochester@smumn.edu at least*

*14 days prior to requested date. For questions, call Scott Walker at 507-457-8700.*

Name of Organization/Company: Click here to enter text. Today’s Date: MM/DD/YYYY

Contact Person: Click here to enter text. Title: Click here to enter text.

Address: Click here to enter text. City, State, Zip: Click here to enter text.

Contact Phone: 555-555-5555

Contact Email: Click here to enter text.

Brief Event Description: Click here to enter text.

Date(s) Requested: MM/DD/YYYY

Total Duration of Rental: ## hours

Arrival Time for Set-Up: ##:## AM Event Start Time: ##:## AM End Time: ##:## AM

Estimated Number of Participants: ##

Room Preference: (Refer to Page 2 for square footage, occupancy, and equipment availability for each space)

[ ]  Conference Room 101 [ ]  Classroom 104

[ ]  Meeting Room 102 [ ]  Classroom 106

[ ]  Classroom 100 [ ]  Classroom 107

 [ ]  Classroom 103 [ ]  Full Lower Level 100-102

Furnishings Preference:

Preferred Room Arrangement: [ ]  Theater (chairs only) [ ]  Classroom (tables + chairs)

[ ]  U-Shaped (tables + chairs) [ ]  Square (tables + chairs)

[ ]  Small Groups (tables + chairs)

 Additional Furnishings: [ ]  Podium [ ]  Registration Table

Will food or beverages be served at this event? [ ]  Yes [ ]  No

Catering arrangements for meals and breaks at Saint Mary’s University-Rochester at Cascade Meadow must be made through one of our approved caterers. Please contact your preferred caterer directly. If you would like to choose a different caterer, please contact us first for approval:

Pinnacle Catering (507-258-4633) or the Club Café & Deli at the Rochester Athletic Club (507-287-9325).

If applicable, please indicate which caterer you are hiring: [ ]  Pinnacle Catering [ ]  Club Café & Deli (RAC)

If you plan on only serving baked goods, light refreshments, or coffee and beverages, you do not need to work with a caterer. However, we do ask that the items come from a commercial source (bakery or grocery store) as we do not allow homemade food/drink items to be served at Saint Mary’s University-Rochester at Cascade Meadow.

Fee: The total fee includes the rental charge and cleaning fee; see page 2 for additional details of our fee structure.

|  |  |
| --- | --- |
| Facility Rental:  | $Enter Item Total |
| Cleaning Fee:  | $Enter Item Total |
| **Total Fee:**  | $**Enter Item Total** |

\*Make checks payable to *Saint Mary’s University*

[ ]  I have read and understand the building use policy on Page 2 of this form and accept responsibility for meeting the policy requirements, including billing obligations, if the requested building use is granted.

**Fee Structure & Facility Details**

|  |  |
| --- | --- |
| **Room Descriptions & Rates** | Monday – Saturday8:00 a.m. – 9:00 p.m. |
| Conference Room: 101 * + - * 20’ x 17’; 340 ft2
			* Max Occupancy: 12
			* Counter with sink
			* A/V equipment: TV Screen linked to desktop computer
			* 2’ x 3’ Whiteboard
 | $75/Hour |
| Meeting Room: 102* + - * 45.5’ x 29’; 1,320 ft2
			* Max Occupancies:
* 80 (chairs only)
* 40 (Classroom style)
	+ - * A/V equipment: Projector, screen, DVD player, desktop computer, speakers
			* 4’ x 6’ Whiteboards
 | $75/Hour |
| Classroom: 100* + - * 38’ x 29’; 1,102 ft2
			* Max Occupancy: 64
			* Two counters with sinks
			* A/V equipment: Projector, screen, DVD player, desktop computer, speakers
			* 4’ x 6’ Whiteboard
 | $75/Hour |
| Classroom: 103, 104, 106 & 107* + - * 28’ x 20’; 560 ft2
			* Max Occupancy: 24 (classroom style)
			* A/V equipment: Projector, screen, DVD player, desktop computer, speakers
			* 4’ x 6’ Whiteboards
 | $75/Hour |
| Full Lower Level: 100-102* + - * Includes all three rooms plus the Center Hall, which provides over 1,900 ft2 of additional space for exhibits, displays, etc.
 | $225/Hour |

**General Facility Details:**

* All rooms are located on Saint Mary’s University-Rochester at Cascade Meadow lower level, which is fully accessible
* You will not be able to hook up your personal computer so please bring all materials on a flash drive, saved in Google Drive, or accessible via email. All rooms are equipped with a desktop or laptop computer.
* Wireless Internet is available throughout the building
* The upper parking lot has 30 spaces and the lower adjacent parking lot has an additional 80 spaces. There are plenty of handicapped accessible parking available near the entrance.

 **Cleaning Fees**

A cleaning fee will be assessed to all groups using Cascade Meadow facilities as follows:

 $25.00 fee for groups **not** serving food or beverages

 $50.00 fee for groups serving food or beverages

**Building Use Rules & Regulations**

1. Organization using building will not include persons less than 18 years of age unless chaperoned at all times.
2. Area of use is limited to the facilities requested. Guests are welcome to explore the exhibits and trails.
3. The organization or person responsible will reimburse Saint Mary’s University-Rochester at Cascade Meadow for any damages to the building or equipment.
4. Liquor is not allowed unless special approval is obtained from the Administrative Manager. If liquor is served it must be done by a provider with the appropriate type of liquor license.
5. No smoking is allowed on the Saint Mary’s University-Rochester at Cascade Meadow Campus at any time.
6. Only service dogs are allowed on the Saint Mary’s University-Rochester at Cascade Meadow Campus. Including no pets on walking trails.
7. Saint Mary’s University-Rochester at Cascade Meadow will not be held responsible for any articles lost, stolen or any personal injury.
8. Organization agrees to hold harmless from any and all liability, claims, costs and expenses whatsoever arising out of or related to any loss, damage, or injury that may be sustained in the use of the Saint Mary’s University-Rochester at Cascade Meadow building.