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**Building Rental Form**

*Submit this form to Saint Mary’s University-Rochester, by email at rochester@smumn.edu at least 14 days prior to requested rental date. For questions, call Kate Utterback at 507-457-8699.*

**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 **How did you hear about us?**

**Contact Email:** Click here to enter text. [ ] Cascade Meadow Website

**Brief Event Description**: Click here to enter text. [ ] Experience Rochester [ ] Explore Minnesota

**Date(s) Requested:** MM/DD/YYYY [ ] Other: Please explain

**Total Duration of Rental** (this includes set up and tear down time): ## hours

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

**Estimated Number of Participants:** ##

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

[ ]  Classroom 100 [ ]  Classroom 106

[ ]  Conference Room 101 [ ]  Classroom 107

[ ]  Meeting Room 102 [ ]  Full Lower Level 100-102

 [ ]  Classroom 103 [ ]  Upper Level Atrium

 [ ]  Classroom 104 [ ]  Lower Level Atrium

**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

All catering must be made through a licensed caterer. Please contact the caterer directly to make arrangements. Catering arrangements for meals and breaks at Saint Mary’s University-Rochester must be made through a licensed caterer/restaurant.  Please contact the caterer/restaurant directly to make arrangements.

**Catering Company:** Click here to enter text. **Catering Company Contact Information:** Click here to enter text.

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.

**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 3 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 – Saturday****8:00 a.m. – 9:00 p.m.** |
| Conference Room: 101 * + - * 20’ x 17’; 340 ft2
			* Max Occupancy: 12 (square)
			* Counter with sink
			* A/V equipment: TV Screen linked to desktop computer
			* 2’ x 3’ Whiteboard
 | $50/Hour |
| Meeting Room: 102* + - * 45.5’ x 29’; 1,320 ft2
			* Max Occupancies:
* 80 (theater)
* 48 (classroom)
* 24 (square)
* 20 (u-shaped)
* 48, 6 groups with 8 chairs each (small groups)
	+ - * 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 Occupancies:
* 60 (theater)
* 24 (classroom)
* 24 (square)
* 26, 36 with second smaller U-shape in middle (u-shaped)
* 48, 8 groups with 6 chairs each (small groups)
	+ - * 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 (100, 101, 102) plus the Lower Level Atrium, which provides over 1,900 ft2 of additional space for exhibits, displays, etc.
 | $200/Hour |
| Lower Level Atrium—Based on Availability * + - * Includes the use of lower level atrium. If you wish to use the lower level atrium for anything more than registration and food table(s). Ex: Sponsor tables, displays, activities, etc.
 | $25/Hour |
| Upper Level Atrium—Based on Availability * + - * Use of upper level atrium. If you wish to use the upper level atrium for anything more than registration. Ex: Sponsor tables, displays, activities, etc.
 | $25/Hour |

**General Facility Details**

* If you wish to utilize the lower level or upper level atrium (based on availability) as well as your rented room, you must also rent the “Lower Level Atrium” or “Upper Level Atrium”. This is for renters who plan to have sponsor tables, displays, activities, etc. in the lower level or upper level atrium. If you’re just using the lower level or upper level atrium, when available, for registration and food table(s) this additional fee does not apply.
* All rooms are located on Saint Mary’s University-Rochester 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 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.
* Classroom style 6 foot tables are the type of tables in the rental rooms. We do not have round tables.
* All rentals must conclude by 9:00PM, this includes clean up and tear down following the rental.
* Saint Mary’s University-Rochester may be open for normal business operations during the time of rental.
* All rental times include any special set up done by the renter and any cleanup or take down by the renter following the rental.

**Audio Visual and Internet**

* You are unable to hook up your personal computer so please bring all materials on a flash drive, saved in the Google Drive, or accessible via email. All rooms are equipped with a desktop computer.
* Wireless Internet is available throughout the building.

 **Cleaning Fees**

A cleaning fee will be assessed to all groups using Saint Mary’s University-Rochester 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 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 Campus at any time.
6. Only service dogs are allowed on the Saint Mary’s University-Rochester Campus. Including no pets on walking trails.
7. Saint Mary’s University-Rochester 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 campus.