The Alumni Association

THE LINSALATA ALUMNI CENTER
at Case Western Reserve University

FACILITY POLICIES AND PROCEDURES

The mission of the Alumni Center at Case Western Reserve University is to provide a home for alumni, faculty, staff and students to gather in an environment that fosters a sense of community through interaction among all members of the university constituencies and to thereby encourage interest in and support of Case Western Reserve University. This document outlines the policies and procedures for the use of the function space within the Linsalata Alumni Center.

The general use areas of the Alumni Center consist of the Grand Foyer, Library, Living Room and Board Room on the first floor, the Conference Room on the second floor and the Business Center on the third floor. Restrooms are available on all floors. The Alumni Center contains non-public administrative offices on the second and third floors and a basement level as well. The house is ADA compliant and includes an elevator that services all floors.

PRIORITIES

The Linsalata Alumni Center general use areas operate on a first-received request basis with the following prioritizations:

1. Alumni events sponsored by The Alumni Association of Case Western Reserve University
2. Alumni events sponsored by University Alumni Relations and school-based alumni organizations
3. Alumni functions with a university constituency (for example, the Spartan Club or the African American Alumni Association)
4. Official university functions sponsored by the president or provost
5. Official university functions sponsored by the deans
6. Other university functions involving faculty, staff and students
7. Alumni personal social functions
No events may be scheduled by non-university affiliated organizations or for commercial purposes. The Alumni Center shall not be used by non-university organizations as a “good-will” gesture; use must serve a compelling interest of the university. All events will be scheduled no more than one year in advance. In extremely unusual or emergency circumstances, the Alumni Center reserves the right to preempt a date no less than 90 days in advance of the scheduled function.

**HOURS OF OPERATION**

Normal hours of operation for the Alumni Center are Monday–Friday from 8:30 a.m. to 5:00 p.m. except on university holidays. The Alumni Center will be closed during other times unless an after-hours event is scheduled. A staffing fee of $25 an hour will apply outside of normal hours of operation.

**EVENTS HELD DURING NORMAL HOURS OF OPERATION**

Access to all non-reserved general use areas of the Alumni Center will be available whenever an event is scheduled during normal hours of operation. During the scheduled event times, reserved areas will be available only to the guests of the client that has scheduled the event. After normal hours of operation, only reserved areas of the Alumni Center may be accessed by event guests.

**EVENTS HELD BEFORE OR AFTER NORMAL HOURS OF OPERATION**

All events must end by 11:00 p.m. Before or after normal hours of operation, access will be available only to the reserved function space. Staffing charges will apply for all events held before or after normal hours of operation as defined above. These charges are specified in Appendix A and shall be adjusted appropriately if the actual event time changes.
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SCHEDULING

All events held at the Alumni Center will be scheduled and confirmed by the Alumni Center Coordinator, in accordance with Case Western Reserve University facility policy. Space assignments will be made at the time of scheduling based on the date requested for the event, the number of guests expected and the type of function. If the planned number of guests decreases, the Alumni Center reserves the right to reassign the event to a more suitable space. If the number of guests increases after a reservation is confirmed, the Alumni Center will make reasonable efforts to accommodate the change.

The Alumni Center reserves the right to limit the number of events per year by a single organization.

The event client is responsible for arranging and scheduling, in coordination with the Alumni Center Coordinator, all audio-visual, table and chair rental and food and beverage services. Payment arrangement for these non-space services will be directly between the event client and the service provider.

To schedule an event at the Alumni Center contact the Alumni Center Coordinator by sending an email to alumnicenter@case.edu or phone (216) 368-6280 (toll-free: 800-866-6280). For clarity of communications and ease of coordination, a single contact for the event is necessary.

FACILITY USE FEES

The operation of the Alumni Center is funded by the facility use fees detailed in Appendix A. The fees do not cover items such as damage, unusual wear-and-tear or exceptional custodial services.

DEPOSITS

The client’s university account number (speedtype) must be provided immediately upon booking with the Alumni Center. Clients without a university account number must pay a fifty percent deposit of the rental charge to book an event. All remaining rental charges must be paid seven days after the final invoice is sent. If damage, unusual wear-and-tear or exceptional custodial service occurs as the result of an event, appropriate charges will be billed to the university account number provided, or in the case of a non-departmental event, they will be charged to the event client. A deposit of $50.00 may be required in addition to the rental deposit for custodial services dependent on event. A minimum charge of $100.00 will apply in all cases of damage or extra custodial service.
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CANCELLATION

If the client finds it necessary to cancel an event, advance notice is necessary in order to offer the facility to others. Any expenses already incurred by the Alumni Center on behalf of the client will be charged as appropriate upon receipt of the notice of cancellation. If cancellation occurs within 30 days of a scheduled event, the damage deposit will be forfeited as compensation to the Alumni Center.

ALCOHOL SERVICE

The serving of alcohol on the Alumni Center premises must comply with the policies of Case Western Reserve University and all applicable laws. Beer kegs are not allowed on the premises of the Alumni Center. Alcoholic beverage service must be discontinued thirty minutes prior to the scheduled end of an event. No alcoholic beverage may be served to individuals who are under the legal drinking age or who appear to be or are intoxicated.

VENDORS

In order to ensure the success of all events as well as ensure the proper use of the Alumni Center facilities, only those caterers who have been pre-approved by the Alumni Center may be used. Please visit case.edu/alumni/about/alumnicenter/caterers/ for the current list. Only approved caterers may serve food in the house.

MULTIPLE CONCURRENT EVENTS

Back to back multiple events requiring catering service must utilize the same caterer. Different caterers may be used for events separated by at least four hours (i.e. from the end of cleanup of the first event until the beginning of setup for the second event). The coordinator of the first event confirmed will have preference in caterer selection.

EVENT SETUP AND CLEANUP

Planning: Details of the setup plan and catering/entertainment details must be submitted in writing to the Alumni Center at least two weeks prior to the event.

Setup: It is recommended that setup be completed at least thirty minutes prior to the scheduled beginning of an event. Delivery of materials for a scheduled event must occur immediately prior to the start of the event unless prior arrangements have been made with the Alumni Center.

Cleanup: The caterer or client is responsible for cleanup of food related items. All client items related to an event must be removed immediately following the event unless prior arrangements have been made with the Alumni Center.
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PARKING

There is very limited onsite parking available. Valet parking is recommended for large events and must be arranged prior to the event.

LIABILITY

The Alumni Center shall bear no responsibility or liability for any loss of equipment, merchandise or articles brought on to the premises of the Alumni Center or its surrounding grounds, no matter how caused. The event client shall be responsible for the payment of any and all charges relating to the client’s event, including any costs, charges or expenses relating to claims of third parties arising from or related to the client’s event. Lost or misplaced items are not the responsibility of the Alumni Center.

RESTRICTIONS

- The use of rice, confetti, birdseed or other similar related items, or the use of smoke, fog, colored water and open burning candles or other flammables are not allowed. Candles may be used if enclosed, such as in a hurricane lamp
- Red liquids may not be served
- Banners, signs, decorations, etc. may not be taped, glued, pinned or otherwise affixed to doors, walls, floors or ceilings and/or hung from light fixtures
- No Alumni Center property, fixtures or furnishings may be moved without written approval of the Alumni Center
- Only approved caterers may serve food in the Alumni Center
- No smoking is permitted in or on the grounds of the Alumni Center
- No gambling of any kind is permitted
- No pets of any kind are permitted except those used by the disabled
- Because of the proximity of neighboring businesses and residences, music and amplified presentations in the Alumni Center must not disturb such neighbors or violate any applicable noise ordinances. Requests by Alumni Center personnel to reduce the volume of any music or presentation shall be honored. If Alumni Center personnel requests to lower the volume are not honored, the Alumni Center reserves the right to immediately discontinue the music or presentation. If a citation is issued by the police or other authority, the event sponsor shall be solely liable for the payment of any fines levied. No live music or DJ is permitted outside of the house itself.
- No parties for children under 18 are allowed (Children must be supervised at all times)
Please sign below to acknowledge that you accept these policies and procedures and that you have been given a copy for your files.

________________________________________
Name printed

________________________________________
Signature

________________________________________
Title / Organization

________________________________________
University Account Number / Speedtype

________________________________________
Date
The Alumni Association

Appendix A
Pricing

<table>
<thead>
<tr>
<th>ROOM</th>
<th>RECOGNIZED STUDENT ORGANIZATIONS</th>
<th>UNIVERSITY SCHOOLS/DEPARTMENTS</th>
<th>ALUMNI, FACULTY, STAFF NON-UNIVERSITY FUNCTIONS</th>
<th>UNIVERSITY CIRCLE PARTNERS</th>
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</thead>
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<tr>
<td>BOARD ROOM</td>
<td>$25</td>
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<td>$150</td>
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<tr>
<td>LIVING ROOM</td>
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<td>TENT/ PATIO</td>
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<td>BEFORE/AFTER HOURS STAFF</td>
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<td>$25/hour</td>
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<td>$100/hr labor $50 minimum</td>
<td>$100/hr labor $50 minimum</td>
<td>$100/hr labor $50 minimum</td>
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<td>Alumni House A/V Equipment Cart</td>
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<td>$50</td>
<td>$50</td>
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</table>

Limited funds have been made available to recognized student organizations through the Dennis and Madeline Block Alumni Center Scholarship Fund to help offset the cost of rental. To apply for this scholarship, please fill out the application by visiting this link [link].

The client’s university account number (Speedtype) must be provided immediately upon booking with the Alumni Center. Clients without a university account number must pay a fifty percent deposit of the rental charge to book an event. All remaining rental charges must be paid 7 days after the final invoice is sent.

Charges are for rental of the space in its normal configuration and during Monday through Friday between 8:30 a.m. and 5:00 p.m., excluding university holidays. Routine cleanup is included. Other charges such as furniture reconfigurations, staffing outside of normal hours, catering, security, valet parking, tables and chairs, additional cleaning, flowers etc. are not included.

* The second floor conference room is available for rental during normal business hours unless needed by The Alumni Association staff for meetings, events etc. The room is also available after 5:00 p.m. on weekdays as well as on weekends. Included in the rental rate is access to the Internet connected A/V system. However, use of the Polycom videoconference equipment is extra. Pricing is based on the type and speed of connection with remote Polycom systems.