

## RULES FOR USE OF The MANE Room

1. Your reservation will include up to 10 hours in the building, including preparation time, event time, and cleanup. Please have all materials and furnishings off premises at the conclusion of your contracted time. This includes additional lighting, sound and stage equipment, pipe and drape, and furniture. Items left behind and recovered later may be subject to charges up to \$100 per business hour.
2. All parties and music must end by Midnight (12:00 AM) and the room must be completely cleaned and vacated by 2 AM unless approved by department chair. Failure to meet this requirement may result in charges up to \$100 per hour.
3. Additional hours are available (if scheduling permits) for \$50 per hour if agreed upon prior to the event. If added day of event this rate is doubled.
4. Rentals include the MANE ROOM, balcony, and adjoining kitchen area. **No one is allowed in the Department of Entertainment Industry's office areas and classroom spaces** located behind the Mane Room.
5. Please make sure host, caterer, florist, and any other vendors work within the scheduled access time and stipulations of this agreement. A copy can be sent to them upon request.
6. If your reservation is cancelled within 4 weeks of your scheduled event \$100 of the deposit will not be refunded. If your reservation is cancelled within 2 weeks of your scheduled event an additional \$250 will not be refunded.
7. The reservation party is responsible for cleaning messes in the facility, taking garbage to dumpster, removal of all food, and personal items that were brought into The MANE Room, and from the grounds following the event. **Please provide name of person(s) responsible for cleanup.** \_\_\_\_\_ This person MUST be sober and check in with the Mane Room manager before leaving the venue.
8. **ALCOHOL IS NOT ALLOWED AT EVENTS IN THE MANE ROOM.** Events in violation of this stipulation may be terminated immediately with no refund of rental fees or deposit(s).
9. Decorations must be freestanding unless expressly permitted by the Mane Room Manager. **NO tape, adhesives, screws, or fasteners of any kind are allowed to be applied to any part of the building.**
10. Absolutely NO SMOKING in The MANE Room or front entry way.
11. Please make sure children are supervised at all times. The reservation party is solely liable for damages or injury caused by unsupervised children.
12. For rentals spanning multiple days: All food must be properly stored or removed, and all trash must be taken out at the end of each night.
13. Any extra costs incurred for damages or special cleaning that goes beyond your deposit will be charged to the reservation party.
14. Full payment of rental charges must be received 48 hours prior to scheduled access time of your event.
15. The alley between the buildings is private and is not to be blocked or used as event space without prior approval. Vehicles blocking the alley may be towed.

By signing below, I indicate that I have read, understand, and will comply with the contract and rules in their entirety, and I hereby accept full responsibility for this event and actions of guests and indemnify The University of North Alabama, its Trustees, employees, and neighbors of any liability for this event or actions of event guests. I also understand that failure to follow any of these rules may result in the immediate termination of my event without refund of rental fees or deposit(s).

\_\_\_\_\_  
Signature of Reservation Party

\_\_\_\_\_  
Date