

# THE COLLEGE AT BROCKPORT ALUMNI ASSOCIATION

## CONDITIONS FOR THE USE OF ALUMNI HOUSE

142 Utica Street, Brockport, NY 14420

1. Any on-campus individual or group wishing to use the Alumni House must submit a Request for Use of Alumni House form to the Office of Alumni Relations at least ten days prior to the date of the event. The form provides necessary information for the scheduling of Alumni House. It also insures that the proposed use of the facility conforms to our usage guidelines. For forms please call (585)395-2068 or go to: <http://www.brockport.edu/alumni/assoc/house.html>
2. Individual and groups from the community may request use of Alumni House in the same manner, using the same form. Since the Brockport Alumni Association is maintaining Alumni House, request for use by alumni will be given the highest priority.
3. The Office of Alumni Relations will notify the person responsible for each event of the Association's approval or denial for use of Alumni House.
4. The historic nature of Alumni House and its furnishings may at times require the Office of Alumni Relations to attach special provisions to the contract.
5. The person designated as responsible for the event is expected to be present during the entire event and is responsible for informing others of the following:
  - a) Parking only in designated areas.
  - b) Household articles may not be handled or removed. **Furniture may not be moved without prior permission.**
  - c) No smoking is permitted in the House. The use of candles is not allowed.
  - d) Children must be carefully supervised and are not permitted upstairs without an adult.
  - e) No part of the event should take place on the second floor. An Alumni House Committee representative will be available for guided tours of the second floor if arranged in advance.
  - f) During winter months a snow shovel is provided to the visiting group for clearing the Alumni House walk, steps and porch.
6. The catering of food and drink is the responsibility of the visiting group; the Brockport Alumni Association takes no responsibility for the caterer or for the conduct of the function, either financially or otherwise. The visiting group will be responsible for enforcing the state law regarding alcohol consumption and the age of those in attendance.
7. No catering or cleaning materials are provided. The Brockport Auxiliary Services Corp. (BASC) Catering Office may be contacted for services (395-2379). Note that limited kitchen facilities are available for minor clean up after the event. Please bring your own foil, storage bags and trash bags for clean up. **You are responsible for removing all garbage from the premises.**

8. Nothing may be taped, tacked, pinned, or stapled to the walls, woodwork, furniture or draperies. Exercise care in using the house and furnishings to ensure future use of the property. A Brockport Alumni Association representative may be in Alumni House during the entire event.
9. The visiting group is responsible to leave the house in the same condition in which it was upon the beginning of its event.
10. Arrival and departure time agreed upon in the contract include a ½ hour for set-up and a ½ hour for clean-up. There will be no charge for the one-hour total allotted to set-up and clean-up.
11. The Alumni House is handicap accessible. A key to the wheelchair lift is provided with the Alumni House key.
12. A Rental fee and security deposit is required for use of Alumni House. See 15. below. The security deposit will be held for a maximum of two weeks after the event to allow for complete inspection. Any damage in excess of the security deposit will be billed to the individual or organization renting the house. A separate check for \$100 should be written for the deposit, it will then be returned after complete inspection.
13. At least a few days prior to the event the requesting individual shall make arrangements with the Office of Alumni Relations (585)395-2068 to pick up a key and an End of Event Checklist for Alumni House form. The house will not be unlocked prior to their arrival.
14. At the end of an event at the Alumni House, a member of the renting party must complete the End of Event Checklist for Alumni House form and return with the key to the Office of Alumni Relations.
15. Fee/Deposit Schedule: **Use of first floor only.**
  - \$100 for first two hours
  - \$25 each additional hour
  - Maximum occupancy – 60 persons
  - Security deposit – \$100 for all groups not affiliated w/The College at Brockport

**The visiting group shall hold the The College at Brockport Alumni Association harmless from any claims.**

I have read, understand, and will comply with the provisions outlined above.

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Signature

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Date

**Please make checks payable to: BROCKPORT ALUMNI ASSOCIATION**

**Please return this form and a Request for Use of Alumni House form signed with checks for deposit and payment to:**

**Office of Alumni Relations  
The College at Brockport  
350 New Campus Drive  
Brockport, NY 14420**

**The Office of Alumni Relations is located on the 3<sup>rd</sup> floor of the Allen Administration Building**

**THE COLLEGE AT BROCKPORT ALUMNI ASSOCIATION**  
**REQUEST FOR USE OF ALUMNI HOUSE**

(Please Print)

<hr/> Name of Individual/Group	<hr/> Day and Date of Event	
<hr/> Address	<hr/> Arrival Time *(include set-up)	<hr/> Departure Time *(include clean-up)
<hr/> City/State/Zip Code	<hr/> Telephone	<hr/> # In Visiting Group (not to exceed 60 persons)

- No charge for one hour total of set-up and clean-up.
- **It is the individual's responsibility to pick up and return the Alumni House key before and after the event to the Office of Alumni Relations – 3<sup>rd</sup> floor Allen Administration Building, (585)395-2068.**

<hr/> Name of officer or individual responsible	<hr/> Nature of Event
<hr/> Address	<hr/> Signature of officer or individual responsible for payment of rental fee, security deposit, damage and cleaning costs.
<hr/> City/State/Zip Code	
<hr/> Telephone	

Will food or refreshments be served?      Yes    No

If yes, will BASC be catering this event?      Yes    No

If no, please list caterer to be used: \_\_\_\_\_

**Please make checks payable to: BROCKPORT ALUMNI ASSOCIATION**

**Office Use Only**

<hr/> Date Received	<hr/> Rental Fee Rate
<hr/> Date Fee Paid	<hr/> Security Deposit
<hr/> Date Request Approved/Denied	<hr/> Comment