



Rutgers University New Brunswick Alumni House at Van Nest Hall Facility Reservation Agreement

Mission: The Alumni House at Rutgers University New Brunswick was established in 2018 as a home for alumni of the university. A gathering place where alumni can celebrate the rich history of our institution, embrace their lifelong connection with their alma mater, and a reminder to students they have a home on campus after graduation.

The Alumni House will provide a place to gather and engage with fellow alumni, prospective and existing students, family, faculty, and staff.

Events and programs held in the Alumni House will utilize the strengths and resources within the alumni community and provide opportunities to develop a greater affinity to Rutgers University –New Brunswick.

I. Usage

- a. Use of the first floor rooms in the House will be provided in the following order:
 - i. Any member of the Rutgers University Alumni Association (RUAA) staff, Rutgers University Foundation (RUF) staff, and these student groups; Scarlet Council, Scarlet Seniors and TAG (Teaching Annual Giving)
 - ii. RUAA charter groups
 - iii. University units
- b. All facility users must comply with the rules and regulations outlined in this document.
- c. Meeting rooms in the upper floors are limited to any member of the RUAA and Rutgers University Foundation staff only.

II. Scheduling

- a. Requests for use of the space will be accepted pending availability, and acceptance of the rules set forth in this usage policy.
- b. Requests more than **six (6) months** away from the date the request is submitted will not be accepted.
- c. To schedule space:
 - i. Requests for use of the Alumni House meeting rooms must first be submitted to Foundation Operations through the reservealumnihouse@ruf.rutgers.edu email;
 - ii. Requests must be submitted a minimum of three (3) business days in advance of the planned event/program/meeting.

- iii. Approved events or meetings occurring during normal business hours *may* be subject to custodial fees.
 - iv. All approved weekend events or meetings (occurring within the Friday evening to Sunday time-frame) *will* be charged custodial fees.
 - v. All evening events and meetings will conclude no later than 9:00 pm.
 - vi. All approved events or meetings will be coordinated through Foundation Operations
- d. Catering:
- i. For receptions and weekend events/meeting, the host must make arrangements through [Rutgers Dining Services](#); 848-932-8044.
 - ii. For weekday and weekday evening meetings, the host may use a vendor of their choice for drop-off catering. The host is responsible for the removal of leftover food.
- e. Facilities:
- i. The party reserving the room(s) is responsible for reaching out to Facilities with regard to table setup for food and custodial needs by emailing EventServices@ipo.rutgers.edu.
- f. Cancellations:
- i. Reservations of more than 25 people should be cancelled 48 hours in advance of the reservation start time.
 - ii. Send written notice of cancellation to Foundation Operations.
 - iii. Failure to cancel a reservation may result in your ability to use space in the future.
 - iv. Weekend or evening reservations not cancelled 48 hours in advance will result in charges for custodial service.

III. Authorized Areas

- a. Facility users will have access to approved areas on the first floor only. Facility users do not have access to office spaces, including computers, telephones, and other equipment.

IV. Damage to Property

- a. Facility users will be held accountable for any damage to the Alumni House, equipment or other property and will be expected to make financial restitution for repair or replacement of any furniture or items damaged.

V. Host Responsibilities

- a. The host (the person for whom the space is reserved) must be present for the entire use of the facility and will accept full responsibility for any damage and/or missing property.
- b. It is the host's responsibility to make any guests aware of the rules for usage of the House.
- c. Any arrangements for catering or technology must be coordinated by the host with Foundation Operations. The host is responsible for any rented equipment.
- d. The host or a designee should arrive to the Alumni House prior to the meeting to

- oversee any special set-ups or catering, and to let their guests into the house.
- e. It is the host's responsibility to make sure to leave the House as clean as it was when they arrived. Trash and recyclables must be placed in the designated receptacles, and all literature or decorations must be removed. If furniture has been moved, it must be returned to its original location. If the kitchen has been used, there must be nothing left on the counters, and will be wiped down.
 - f. Foundation Operations will verify that the Alumni House is in order after any non- Foundation function.

RESERVATION AGREEMENT

The undersigned have carefully read, understand and agree to the terms stated in the above Alumni House at Van Nest Hall Facility Use Policy document.

Name (please print)

Signature

Date

Name of Organization

October, 2022