



### **GENERAL INFORMATION / CONFIRMATION**

- Any person or organized group may submit a request to reserve Ottawa University facilities. Facilities may be reserved for ongoing or one-time events.
- Completed requests must be submitted at [www.ottawa.edu/ReserveNow](http://www.ottawa.edu/ReserveNow) no less than 2 weeks prior to the event date. If it is less than 2-weeks prior, please call 785-248-2327 to check availability.
- All requests are subject to review and approval by the University Event and Facilities Manager. Usage agreements are non-transferable. A request must be submitted and all appropriate fees paid, for each date(s) requested. The deposit is due on confirmation of the request.
- An email will be sent confirming the availability of the space, along with any other forms that are required. On receipt of the deposit, the reservation will be confirmed with an email and the event placed on the facility reservation calendar. An invoice will follow and payment is due in full 1 month prior to event date.

### **UNIVERSITY FACILITY GUIDELINES**

- *Smoking is NOT allowed* inside ANY University facilities.
- Alcohol must be purchased through the University vendor and is ONLY available in specific spaces.
- Control of lights, thermostats and other facility equipment, as well as locking/unlocking of doors, are responsibilities of University personnel.
- Do NOT drag tables or chairs across the floor. Do NOT sit or stand on tables.
- Pets, other than service animals, are prohibited at all indoor/outdoor University facilities.
- NO confetti, rice, birdseed, glitter or similar items may be thrown or used inside University facilities.
- An INSURANCE POLICY may be required. PAYMENT is non-refundable.

### **DECORATING POLICY**

- Decorations are permitted; however, they must be freestanding and may not be attached to walls, partitions, floors, ceilings, windows, blinds, rods, light fixtures, or any other part of the building, furniture, or equipment. This policy has been established to maintain the aesthetic quality of the facilities and to keep maintenance costs and costs to the users of the facility to a minimum.
- Requests for decorations to be attached to the ceiling will be reviewed on a case by case basis. If approved, decorations must be adhered and removed by University personnel. Additional charges apply; rates vary.
- Open flames and candles are a violation of fire code and strictly prohibited.
- Decorations must be removed immediately following the event. Any decorations on the ceiling will be available for pick-up as arranged with the Events and Facilities Manager.
- Renters will be charged for any repairs or cleanup charges resulting from decorations.
- Building furnishings are to remain in place and are not available for relocation.

### **RENTAL CHANGES / CLEAN-UP POLICY**

- Set-up changes made less than 48 hours prior to event date may incur additional fees.
- Renters' are responsible for cleaning up their space.
- In the event of damage or excessive clean-up, additional fees will be charged to the credit card on file with the rental agreement. Trash removal is the renter's responsibility.

### **EQUIPMENT**

- University tables, furnishings or other equipment are not to be removed from University facilities.
- Equipment, supplies or other products belonging to private groups may not be stored in the facility prior to, or after the applicant's function. *The University is NOT responsible for lost or stolen items.*

### **CANCELLATION POLICY**

Cancellations must be made in writing a minimum of 48 hours prior to the event in order to receive a refund (less non-refundable deposit).

*Ottawa University reserves the right to cancel or change facility use agreements. Failure to comply with Facility Use Policies and Procedures will be grounds for cancelation and may result in future application's denial.*