



Winifred Moore Auditorium

REGULATIONS APPLICABLE TO USE OF WINIFRED MOORE AUDITORIUM FACILITIES

Your initials below indicate acknowledgment of your providing and/or agreeing to all information herein, and that you will abide by all University regulations, including those stated below. Your initials also indicate that the contact person/applicant assumes full responsibility for the aforementioned event.

INITIAL NEXT TO EACH ITEM:

___ **1. GENERAL USAGE:** The Director of the Winifred Moore Auditorium reserves the right to cancel this reservation if it conflicts in any way with the policies or regulations of the University regarding meetings on the campus or if it violates any federal, state, or local law. The right is reserved to change this reservation to other areas on campus with the understanding that, if possible, comparable facilities will be provided when a change is necessary. All local, state, and federal laws will be strictly observed (i.e. state fire and liquor ordinances). Charges for room usage will be based on the University Center's rental fee structure.

___ **2. DEPOSITS:** Organizations shall pay a 50 percent deposit on the total rental fee and return the signed contract within 30 days of making the reservation to confirm the reservation; if the reservation is made within 30 days of the event date, payment in full will be due to secure the reservation. This deposit can be paid with check payable to Webster University.

___ **3. CANCELLATIONS:** Cancellations within 30 days of initial event date will forfeit the original deposit (50%). Cancellations within 7 days will forfeit 100% of rental payment.

___ **4. CHARGES:** Organizations shall pay all usual and customary charges established by the University for use of the Winifred Moore Auditorium facilities and of equipment and services related thereto. ALL groups will be assessed charges for extra services including but not limited to additional building hours, staffing, housekeeping, floor cover placement and removal, and will be assessed charges for additional maintenance expenses brought about by the use of the facilities. The University reserves the right to require advance payment of all or any portion of any relevant charges.

___ **5. STORAGE:** Because of high demand for space, all groups are required to schedule timed delivery and pickup from external vendors to occur within reserved times. The Director of the Winifred Moore Auditorium must approve all delivery and pickup times, prior to arrangements being confirmed with the vendor. The University cannot guarantee the safety of any items left unsecured.

___ **6. UNIVERSITY POLICIES:** All Webster University policies and regulations must be observed. Violation will subject the applicant to University judicial action, possible legal liability, and risk the immediate closing of the event.

___ **7. SAFETY:** In the interest of personal safety of guests of the University, students, faculty, and staff, all reservations are approved on the assumption that the facility will not be used in excess of the normal seating capacity and will be used as it is normally equipped. It is further agreed that the posted safety and fire prevention regulations will be followed. Room capacity without tables:
Approx. 246, with space for 4 wheelchairs.

___ **9. SMOKING:** In accordance with University policy, smoking is not permitted within the building or within 30 feet of any building entrances.

___ **10. ALTERATIONS TO FACILITIES:** The Director of the Winifred Moore Auditorium must approve any changes in the facility. Such changes may include but are not limited to the removing, moving or addition of equipment and decorations. Requests for such changes will be honored only with PRIOR notice to the Director of the University Center, and with the stipulation that the organization will assume the necessary cost. The University at the expense of the organization will correct any unauthorized adjustments within the facility.

___ **11. DECORATIONS:** All combustible decorative material including curtains, scenery, and acoustical material (with the exception of the floor covering) will be flame retardant. No decorations may be adhered to any painted

or wallpapered surfaces. Candles may not be used. Helium balloons must be attached to weights and not tied to furniture. Glitter is absolutely not allowed in any decorations or signage in the Auditorium.

___ **12. DAMAGES:** The organization, its officers, and any individual applying to reserve space are responsible for the condition of the facilities and the use to which they are put during the time reserved. The organization and such persons shall be responsible for all damages or misappropriation by any guests, invitees or attendees. The organization shall reimburse the University for any such damage or loss. No organization other than the reserving organization may use the facilities reserved. Excess housekeeping charges will be forwarded to the reserving group; charges are incurred at the discretion of the Director of Custodial Services.

___ **13. EXITS:** All aisles leading to exit doors must be kept clear and unobstructed. During the period of use, no required exit door may be fastened so that the door cannot be opened readily from the inside. Required exits serving the room shall be adequately lighted when the room is occupied.

___ **14. SIGNS, POSTERS, AND FLYERS:** All printed material, whether directional or informational, must be approved and posted in approved locations. Directional signs may be placed on exterior doors one hour before the event only and removed immediately following the program.

___ **15. FOOD SERVICE:** No food or beverages are allowed inside the auditorium.

___ **16. PARKING:** Parking is available behind the auditorium on Lot D, East Lockwood Avenue, and other parking lots on the campus. Please instruct non-University attendees to utilize the Garden Park Plaza parking garage. Special parking must be requested through the Director of the Winifred Moore Auditorium at least 7 days in advance of the event. Parking requests will be approved through the Department of Public Safety and may not necessarily be located in Lot D.

___ **17. LIABILITY, INSURANCE, AND INDEMNIFICATION:** The reserving organization, its officers and members agree to indemnify and hold harmless Webster University from any expense occasioned by any suit or claim as a result of any injury in tort or contract to any person resulting from the organization's use of the University Center facilities, and agrees to furnish the University with insurance protection, if any, required by the University as a condition of said usage. Groups must be able to provide, upon request of the Director of the University Center, a certificate of insurance which provides evidence of general liability coverage with a limit of \$1,000,000 per occurrence, \$3,000,000 aggregate, with Webster University named as an Additional Insured, with no exclusions or underlying sub-limits for sexual molestation.

ACCEPTANCE

If the above meets with Renter's approval, a signed contract and the deposit must be returned to Webster University, Leigh Gerding College of Fine Arts, 8282 Big Bend, St. Louis, MO 63119. This will allow Webster University to hold the space on a definite basis. If a signed copy of this agreement and the deposit are not returned by the aforementioned due date, the space being held on the Renter's behalf will be released. The undersigned is an authorized representative to enter into this agreement.

I certify that I have read, understand, and accept the terms and conditions of this contract.

Signature of Contact Person for Event

Date

Printed Name and Title of Contact Person for Event

Date

Acceptance by Winifred Moore Auditorium Representative

Date

Printed Name and Title of Webster University Center Representative

Date

The following section is for office use only:

Rental Deposit:

Check

Amount paid: _____

Date Due: _____ Date Received: _____

Received by: _____

Balance:

Check

Amount paid: _____

Date Due: _____ Date Received: _____

Received by: _____