



THE ALUMNI HOUSE at Case Western Reserve University

FACILITY POLICIES AND PROCEDURES

The mission of The Alumni House at Case Western Reserve University is to provide a home for alumni, faculty, staff and students to gather in an environment which fosters a sense of community through interaction among all members of the University constituencies and to thereby encourage interest in and support of Case Western Reserve University. This document outlines the policies and procedures for the use of the function space within The Alumni House.

The general use areas of The Alumni House consist of the Grand Foyer, Library, Living Room and Board Room on the first floor and the Business Center and Meeting Room on the second floor. Rest rooms are available on both floors. The rest room on the third floor includes a shower for alumni use. The Alumni House also contains non-public administrative offices on the second and third floors as well as the basement level. The House is ADA compliant and includes an elevator which serves all floors.

PRIORITIES

The Alumni House general use areas operate on a first-received request basis with the following prioritization:

1. Alumni events sponsored by the Alumni Association of Case Western Reserve University ("The Alumni Association").
2. Alumni events sponsored by University Alumni Relations and school-based Alumni organizations.
3. Alumni functions with a university constituency. For example, the Spartan Club or the African American Alumni Association.
4. Official University functions sponsored by the President or Provost.
5. Official University functions sponsored by the Deans.
6. Other University functions involving faculty, staff and students.
7. Alumni Personal Social Functions.
8. Non CWRU functions.



During Alumni Weekend, all areas of The Alumni House will be unavailable for rent due to The Alumni Association Board of Directors' functions and reunion class events.

No events may be scheduled by non-university affiliated organizations, or for commercial purposes. The Alumni House shall not be used by non-University organizations as a 'good-will' gesture. Use must serve a compelling interest of the University. All events will be scheduled no more than one year in advance. In extremely unusual or emergency circumstances, The Alumni House reserves the right to preempt a date no less than 90 days in advance of the scheduled function.

HOURS OF OPERATION

Normal hours of operation for The Alumni House are Monday-Friday from 8:30 a.m. to 5:00 p.m. except on University holidays. The Alumni House will be closed during other times unless an after-hours event is scheduled. A staffing/security fee applies outside of normal hours of operation.

EVENTS HELD DURING NORMAL HOURS OF OPERATION:

Access to all non-reserved general use areas of The Alumni House will be available whenever an event is scheduled during normal hours of operation. During the scheduled event times, reserved areas will be available only to the guests of the client that has scheduled the event. After normal hours of operation, only reserved areas of the Alumni House may be accessed by event guests.

EVENTS HELD BEFORE OR AFTER NORMAL HOURS OF OPERATION:

All events must end by 11:00 p.m. Before or after normal hours of operation, access will be available only to the reserved function space, the Grand Foyer and the restrooms on the reserved floor(s). Staffing/ security charges will apply for all events held before or after normal hours of operation as defined above. These charges are specified in Appendix A and shall be adjusted appropriately if the actual event time changes.



SCHEDULING:

All events held in The Alumni House will be scheduled by The Alumni House in accordance with Case Western Reserve University facility policy. Space assignments will be made at the time of scheduling based on the date requested for the event, the number of guests expected and the type of function. If the planned number of guests decreases, The Alumni House reserves the right to reassign the event to a more suitable space. If the number of guests increases after a reservation is confirmed, The Alumni House will make reasonable efforts to accommodate the change.

The Alumni House reserves the right to limit the number of events per year by a single organization.

The event client is responsible for arranging and scheduling, in coordination with The Alumni House, all audio-visual, table and chair rental, and food and beverage services. Payment arrangement for these non-space services will be directly between the event client and the service provider.

To schedule an event at The Alumni House send an email to alumnihouse@case.edu or phone (216) 368-6280 or (800) 866-6280. For clarity of communications and ease of coordination, a single contact for the event is necessary.

FACILITY USE FEES:

The operation of The Alumni House is funded by the facility use fees detailed in Appendix A. The fees do not cover items such as damage, unusual wear-and-tear or exceptional custodial services.

DEPOSITS:

The sponsor's University account number must be provided at the time that the event is put on the Alumni House calendar. Non-CWRU clients must pay a deposit of one half of the rental charge to book an event. The remaining rental charge must be paid at least 14 days prior to the event. If damage, unusual wear-and-tear or exceptional custodial service occurs as the result of an event, appropriate charges will be billed to the University account number provided, or in the case of a non-CWRU event, they will be charged to the event client. A minimum charge of \$100.00 will apply in all cases of damage or extra custodial service.



CANCELLATION:

If the client finds it necessary to cancel an event, advance notice is necessary in order to offer the facility to others. Any expenses already incurred by The Alumni House on behalf of the client will be charged as appropriate upon receipt of the notice of cancellation. If cancellation occurs within 30 days of a scheduled event, the damage deposit will be forfeited as compensation to the Alumni House.

ALCOHOL SERVICE:

The serving of alcohol on The Alumni House premises must comply with the policies of Case Western Reserve University and all applicable laws. Beer kegs are not allowed on the premises of The Alumni House. Alcoholic beverage service must be discontinued thirty minutes prior to the scheduled end of an event. No alcoholic beverage may be served to individuals who are underage or who appear to be or are intoxicated.

VENDORS:

In order to ensure the success of all events as well as ensure the proper use of The Alumni House facilities, only those caterers who have been pre-approved by The Alumni House may be used. See Schedule B, attached, for the current list. Only approved Caterers may serve food in the House.

MULTIPLE CONCURRENT EVENTS:

Back to back multiple events requiring catering service must utilize the same caterer. Different caterers may be used for events separated by at least four hours (i.e. from the end of clean-up of the first event until the beginning of setup for the second event). The coordinator of the first event confirmed will have preference in caterer selection.

EVENT SETUP AND CLEANUP:

Planning: Details of the setup plan and catering/entertainment details must be submitted in writing to the Alumni House at least two weeks prior to the event.

Setup: It is recommended that setup be completed at least thirty minutes prior to the scheduled beginning of an event. Delivery of materials for a scheduled event must occur immediately prior to the start of the event unless prior arrangements have been made with the Alumni House.

Cleanup: The caterer or client is responsible for cleanup of food related items. All client items related to an event must be removed immediately following the event unless prior arrangements have been made with the Alumni House.



PARKING:

There is very limited onsite parking available. Valet parking is recommended for large events and must be arranged prior to the event.

LIABILITY:

The Alumni House shall bear no responsibility or liability for any loss of equipment, merchandise, or articles brought on to the premises of The Alumni House or its surrounding grounds, no matter how caused. The event client shall be responsible for the payment of any and all charges relating to the client's event, including any costs, charges or expenses relating to claims of third parties arising from or related to the client's event. Lost or misplaced items are not the responsibility of the Alumni House.

RESTRICTIONS:

- The use of rice, confetti, birdseed or other similar related items, or the use of smoke, fog, colored water, and open burning candles or other flammables is not allowed. Candles may be used if enclosed, such as in a hurricane lamp.
- Red liquids may not be served.
- Banners, signs, decorations, etc. may not be taped, glued, pinned, or otherwise affixed to doors, walls, floors or ceilings and/or hung from light fixtures.
- No Alumni House property, fixtures or furnishings may be moved without written approval of the Alumni House.
- Only approved caterers may serve food in the Alumni House.
- No smoking is permitted in or on the grounds of The Alumni House.
- No gambling of any kind is permitted.
- No pets of any kind are permitted except those used by the disabled.
- Because of the proximity of neighboring businesses and residences, music and amplified presentations in the Alumni House must not disturb such neighbors or violate any applicable noise ordinances. Requests by Alumni House personnel to reduce the volume of any music or presentation shall be honored. If Alumni House personnel requests to lower the volume are not honored, the Alumni House reserves the right to immediately discontinue the music or presentation. If a citation is issued by the police or other authority, the event sponsor shall be solely liable for the payment of any fines levied. No live music or DJ is permitted outside of the House itself.
- No parties for children under 18 are allowed.



Please sign below to acknowledge that you accept these policies and procedures and that you have been given a copy for your files.

Acknowledgement:

Organization/Sponsor

Signature

Title

University Account Number

Date



Appendix A
Pricing

ROOM	THE UNIVERSITY ALUMNI ASSOCIATION	RECOGNIZED STUDENT ORGANIZATIONS	OTHER ALUMNI ORGANIZATIONS	UNIVERSITY SCHOOLS/ DEPARTMENTS	ALUMNI PERSONAL FAMILY/SOCIAL FUNCTIONS	NON CWRU FUNCTIONS
BOARD ROOM	\$50	\$35	\$50	\$50	\$75	\$150
LIVING ROOM	\$75	\$40	\$75	\$75	\$100	\$200
LIBRARY	\$50	\$35	\$50	\$50	\$75	\$150
FIRST FLOOR	\$300	\$100	\$300	\$300	\$500	\$750
SECOND FLOOR CONFERENCE ROOM*	\$75	\$40	\$75	\$75	\$100	\$200
TENT/ PATIO	\$200	\$100	\$200	\$200	\$250	\$400
BEFORE/AFTER HOURS STAFF	\$25/hour	\$25/hour	\$25/hour	\$25/hour	\$25/hour	\$50/hour
RECONFIGURE ROOM(S)	\$100/hr labor \$50 minimum	\$100/hr labor \$50 minimum	\$100/hr labor \$50 minimum	\$100/hr labor \$50 minimum	\$100/hr labor \$50 minimum	\$100/hr labor \$50 min.
Alumni House A/V Equipment Cart	\$25 minimum	\$25 minimum	\$50 minimum	\$50 minimum	\$50 minimum	\$50 minimum

A deposit of one half of the rental charges must be paid prior to securing the event on the Alumni House Calendar. The remaining rental charges are due not less than 14 days prior to the event date.

Charges are for rental of the space only and are based on a 4 hour reservation for the use of the space in normal configuration Monday through Friday between 8:30 am and 5:00 pm, excluding University Holidays. Routine clean-up is included. Other charges such as staffing/security outside of normal hours, catering, security, valet parking, extra tables or chairs, additional cleaning, flowers etc. are not included.

* [The second floor conference room is unavailable for outside rental during normal business hours as it is used by the Alumni Association for staff meetings. The room is available after 5:00pm weekdays as well as on weekends. Included in the rental rate is access to the internet connected A/V system. However, use of the Polycom videoconference equipment is extra. Pricing is based on the type and speed of connection with remote Polycom systems.](#)