

Idaho Central Credit Union Bengal Alumni Center Room Use Policies

General Reservations Requirements

Reservations booked through the Office of Alumni Relations must adhere to all applicable State and federal laws, as well as University policies and procedures. By reserving space through the Office of Alumni Relations, the sponsor agrees to these terms and accepts full responsibility for the meeting or event. The event sponsor also agrees to allow the Office of Alumni Relations to post their event information on the website and digital displays owned and operated by allow the Office of Alumni Relations.

Deposit and Payment

A 30% deposit is due at the time of reservation to hold your reservation. Payment is due in full within 30 days after the completion of your rental.

Damages

Damage to Facility: Renter is responsible for any damage caused to the Facility or its contents during their rental period, including damage caused by themselves, their guests, or any other persons present at the Facility with their permission. Renter agrees to reimburse the ICCU Bengal Alumni Center for the cost of repairing or replacing any damaged property, including but not limited to any cleaning costs or restoration fees.

Co-Sponsorship and Facility Use

The Office of Alumni Relations does not allow sponsorship of a non-University event when the non-University group seeks to reduce applicable costs for facilities or services.

- Should a University group choose to co-sponsor an event with a non-University group, a representative from the University group must act as the primary contact for the event (making the reservation, providing the details, etc.) In addition, in order to receive the University rate, the invoice must be paid through a University Department account. Outside invoices for University sponsored events will not be allowed. The sponsoring group will also be financially responsible for any damages which may occur.

Room Return

- Rooms must be left in the original condition in which they were received. This means that there is to be no trash, debris, or items left on the table or floors. All trash is to be placed in bins. Furniture which has been rearranged must be replaced in its original location.
- Cleaning fees will be charged if rooms are not returned in their original condition. This is a flat cleaning fee of \$50 for conference/meeting rooms and \$100 for the Event Halls.

Signs, Banners, and Decorations Used In Reserved Rooms

- Signs, banners, and decorations are allowed in your reserved room and its entrance only.
- Signs, banners, and decorations placed in hallways, entrances to the building, on floors or ceilings are not permitted without permission from the Office of Alumni Relations.
- Easels are not to be used at building entrances or in hallways.
- A-frame sign must be approved before being placed inside the building.

- If approved, signs, banners, and decorations must be attached to wood, metal, glass, or painted surfaces with art putty or removable mounting squares only.
- Banners and ceiling-mounted signs are to be hung and removed by the ICCU Bengal Alumni Center facility staff.
- Use of tape is prohibited.
- All exits must be free of barricades and exit signs must remain clearly visible.
- All paper and cloth must be away from light fixtures and heat sources.
- Decorations may not be hung or attached to ceiling sprinkler heads. Decorations may not be attached to curtains, window coverings, light fixtures, or air vents. Nails, tacks, staples, or other sharp objects are not to be driven into walls, floors, doors, ceilings, or tables.
- All decorations must be painted prior to being brought into the buildings. All decorations must be removed at the conclusion of the contracted time. Additional cleaning costs will be charged if materials are not removed.
- Glitter, confetti, sequins, hay, and other fine-type decorative materials are not allowed. Additional cleaning costs will be charged if these are used.
- No open flames or unapproved candles. Candles must first be approved by the Alumni Relations Event Coordinator. Incense, fog machines, pyrotechnics, smudging, and fire are not allowed in the buildings.

Bengal Dining Services

Bengal Dining Services is the exclusive caterer on the Idaho State University campus. They can provide a variety of professional catering services, from complex catered events to refreshment breaks and pizza parties.

For all of your catering and food service needs, contact Bengal Dining Services at 208-282-2242 or visit <http://www.dineoncampus.com/isu/>

Catering Information

No outside food or beverages may be served in the ICCU Bengal Alumni Center, or on the campus of Idaho State University unless provided by Bengal Dining Services or with the permission of Bengal Dining Services through an approved catering exemption request.

Alcoholic beverages may be served with the approval of an Alcohol Permit Application.

For more information on catering exemption requests and alcohol permits please contact Bengal Dining Services directly.

Event Organizer Insurance

1. A third-party Event Organizer and any Alcoholic Beverage provider must provide proof of liability insurance coverage, including host liquor liability and liquor legal liability, in amounts and coverage required by the University's Office of Risk Management. Insurance coverage must be no less than \$1,000,000 minimum coverage per occurrence and \$2,000,000 general aggregate.
2. Such insurance must list Idaho State University, the food service contractor for the Permitted Event, the Idaho State Board of Education, and the State of Idaho as additional insureds.
3. Proof of insurance must be in the form of a formal endorsement and Certificate of Insurance to the policy evidencing the coverage and the required additional insureds.