

General Policies and Procedures for Use of the Leeolou Alumni Center Great Room

- The operation and the control of the Leeolou Alumni Center Great Room is vested in the Director of Alumni Relations or their designee. He/She is responsible for scheduling use of the Center and exercise controls in accordance with policies and rates established by James Madison University.
- Priority uses of the Leeolou Alumni Center Great Room include, but are not limited to: meeting space for the Alumni Association and its sub-groups and special event space for activities planned by and for the Alumni Association.
- The facilities of the center are available upon request to alumni and members of the James Madison faculty and staff, subject to approval by the Director of Alumni Relations or his/her designee. The Office of Alumni Relations **does not provide staff** for events and is not available to open and close the room and building.
- The furniture and furnishings in the Great Room **may not be moved for any reason**. Additional tables appropriate to the event (i.e buffet tables, cocktail tables, etc.) may be brought in with the approval of the Director of Alumni Relations or his/her designee. Additional seating may not be brought into the Great Room.
- The maximum occupancy of the Great Room, as set by the JMU Office of Risk Management, is 63. Groups of more than 63 persons will be required to make use of the outdoor patio in order to augment total space available and not exceed the 63 person inside limit. Such groups will also be required to arrange for (1) an alternative date or (2) a definitive rain plan location for its event since large numbers will not be permitted to use the Great Room when bad weather conditions prevail or seriously threaten. In such a circumstance, the Director of Alumni Relations or his/her designee will render the judgment for the execution of option (1) or (2) above at least one hour prior to the time of the scheduled event, if not earlier.
- All functions held in the Leeolou Alumni Center Great Room fall under the jurisdiction of JMU Campus Police. Excessively noisy functions or disruptive behavior may result in JMU Campus Police closing down the function.
- The individual and/or sponsoring group signing the Reservation Request form will be held responsible for all matters related to the activity and are expected to be present at the event. That individual who signs the Reservation Request form is responsible for leaving the premises in good condition. This rule will be strictly enforced. The individual and/or sponsoring group signing the Reservation Request form will be held fully responsible for any damages and/or additional cleaning to the Center or its furnishings requiring repair or replacement.
- If an event is scheduled after business hours or on a weekend, the sponsoring group is responsible for making sure that the building is properly secured by the Special Events Catering Staff following their event. A representative from the sponsoring organization

must remain in the building at all times and must be present at the end of the event while the building is secured. Groups who do not ensure that the building is properly secured following their event will not be allowed access to reserving the building in the future.

- If Great Room audio/visual equipment (available equipment includes a computer, a 40 inch plasma TV and a sound system) or fireplace is required, a representative of the individual or group signing the reservation form must schedule an appointment to be familiarized with the equipment during normal business hours prior to the event. Failure to do so may result in the cancellation of the reservation. Representatives already familiar with the equipment may have this requirement waived at the discretion of the Director of Alumni Relations or his/her designee.
- For all other audio/visual equipment, clients must contact Media Services at 540-568-6803
- All clients are required to use the JMU Special Event Catering services. No outside caterers are permitted. The Special Event Catering office may be contacted at 540-568-6637.
- Under their ABC license, JMU Special Event Catering will provide all alcoholic beverages for events without exception. All rules and regulations of the Virginia ABC will be observed.
- The Leeolou Alumni Center is a smoke-free environment. No smoking is permitted.
- Props, floral arrangements, live plants, and weighted helium balloons are welcome. No tacks, nails or similar items may be used in the facility.
- Parking is governed by the applicable University Parking guidelines and policies. Contact the university Parking Office for regulations regarding visitor permits, and the acquisition thereof.
- Use of the Leeolou Alumni Center Great Room is restricted to the Great Room and adjacent outdoor space, weather permitting.
- Each facility user shall indemnify and hold harmless James Madison University, its agents and employees against any and all damages, claims and liability due to loss of the property of others or any other liability arising out of its use of the Leeolou Alumni Center. The facility user is responsible for the payment of any damages to or loss of the Association or University property if it occurred as a result of the preparations or clean up for, or during the actual event itself.
- Non-University-sponsored event reservations are subject to a \$250 deposit. All deposits are refundable and the original deposit check will be returned as long as the facility is left in the manner in which it was found. University-sponsored event reservations request must be signed by the department's budget authority and must include the department's budget code.

If a policy or procedural question exists, individuals or groups are encouraged to raise them in advance. The Office of Alumni Relations and the James Madison University Alumni Association hope that all organizations and individuals who reserve the Great Room have a positive experience, from reservation through event.