**THE UNIVERSITY OF MAINE AT AUGUSTA**

Policy and Procedures

SUBJECT: FACILITIES, GROUNDS AND SECURITY

Section: 361 Conference Rooms Effective: June 30, 1989

Action: President's Staff Revised: March 5, 2015

1. PURPOSE

Provides guidelines for use of The University of Maine at Augusta facilities at the Augusta and Bangor campus locations.

1. POLICY

The University of Maine at Augusta welcomes the opportunity to make its facilities available to the citizens of Maine for meetings and other events that do not interfere with the regular programs of the University. Because of very limited space, the University is only able to accommodate non- University groups and organizations on a limited basis.

Access to University facilities by a non-profit agency or organization for a meeting open to the public or for a public educational purpose that is consistent with the University’s mission is permitted. Such events are subject to room use fees for Non-Profit organizations.

Use of University facilities for purely commercial activities, political or fund-raising activities for a particular candidate, or activities inconsistent with the University’s mission are permitted on a case by case basis. Such use is subject to room use fees for For-Profit organizations.

1. PROCEDURE
   1. All room reservations must be made with the Campus Scheduling Coordinator and will be granted on a first-come, first-served basis. No classrooms will be reserved until the academic schedules have been set. The scheduling needs of the University will have priority over the requests of non-University organizations and agencies.
   2. Rooms are rented “as-is.” Requests for special set-ups, additional tables/chairs, and/or audio-visual equipment will require a 72-hour advance notice and will result in additional charges. Organizations must return the room to the condition it was in when they arrived.
   3. Alcoholic beverages are prohibited on the UMA Campus unless the Executive Director of Administrative Services and/or the Dean of Students grants prior written approval.

Information pertaining to the University’s procedures regarding alcoholic beverages may be obtained from the Office of Administrative Services.

* 1. Visitors will be expected to abide by all University policies and procedures, including parking, while on campus. Disruptive behavior, serious breaches of University policy or accepted safety practices may result in removal from the campus. Any damage caused by the outside organization will be paid for by the organization.
  2. All non-University groups and organizations are required to provide the University with written proof of at least $1,000,000 liability insurance prior to obtaining approval to use University facilities. A Certificate of Insurance must be received by the University Campus Scheduling Coordinator and must list the University as “additional insured” at least ten working days prior to the scheduled event. Failure to submit the Certificate of Insurance will result in the cancellation of the reservation and access to the facility will be denied.
  3. Campus phones (local calls only) are available in most major buildings. The University is not able to provide outside organizations with access to photocopiers, fax machines, telephone/message-taking services, assistance with room setups, or other related services. Groups should plan accordingly.
  4. Food service is available on a limited basis. Outside organizations are expected to comply with the University’s recycling policies. Contact information for food service and recycling is available from the Campus Scheduling Coordinator. Room use fees will be charged to all non-UMA organizations based on the following rates. All non-University groups will be charged $30.00 per hour for a four-hour minimum for use of University facilities on weekends and University-recognized holidays.
  5. Dry Campus—No Alcohol
  6. The University reserves the right to cancel room reservations and close the campus without advance notice if, in the opinion of the administration, conditions warrant the cancellation. When weather or other emergency conditions necessitate the closing of the campus, the non- University organization will abide by the cancellation/campus closing decision.

**FEE SCHEDULE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AUGUSTA** | | | | | |
|  |  | **Half-Day (0-4 hours)** | | **Full Day (4+ hours)** | |
| **Location** | **Capacity** | **Profit** | **Non-Profit** | **Profit** | **Non-Profit** |
| Augusta Civic Center #252 | 49 | $75 | $45 | $125 | $90 |
| Farmhouse Conference Rm # 11 (Polycom) | 6-8 | $75 | $45 | $125 | $90 |
| Farmhouse Conference Rm # 103 (Polycom) | 6-8 | $75 | $45 | $125 | $90 |
| Jewett Hall Auditorium #156 | 288 | $250 | $125 | $400 | $250 |
| Jewett Hall Gallery |  | $75 | $45 | $125 | $90 |
| Jewett Hall #124 (Polycom) | 12 | $75 | $45 | $125 | $90 |
| Jewett Hall #180 | 80 | $75 | $45 | $125 | $90 |
| Jewett Hall #185 | 40 | $75 | $45 | $125 | $90 |
| Jewett Hall #189 | 44 | $75 | $45 | $125 | $90 |
| Jewett Hall #190 | 53 | $75 | $45 | $125 | $90 |
| Jewett Hall #293 | 40 | $75 | $45 | $125 | $90 |
| Jewett Hall #295 | 40 | $75 | $45 | $125 | $90 |
| Richard Randall Student Center Conference Room #200 | 120 w/ tables/c, 150  standing only | $400 flat  rate | $300 flat  rate | N/A | N/A |
| Richard Randall Student Center  Conference Room #208 | 6 | $75 | $45 | $125 | $90 |
| Richard Randall Student Center Large Conference Room #218 | 24 | $75 | $45 | $125 | $90 |
| Richard Randall Student Center Moose Tracks Café | 50 | $150 | $75 | $250 | $125 |
| Richard Randall Student Center #248 | 24 | $75 | $45 | $125 | $90 |
| Richard Randall Student Center #250 | 24 | $75 | $45 | $125 | $90 |
| Facilities Fees (custodial) $30/hour with a 4-hour minimum  A/V Equipment fees determined by IT | | | | | |