

Eastern New Mexico University-Ruidoso

Facility Usage Contractual Agreement

Revised 9-2-2021

I, _____, hereby agree that while using the facilities of ENMU-Ruidoso on _____(date) from _____time) will adhere to the following rules and regulations.

Policies and Procedures:

1. I understand my reservation is not finalized until I sign the contractual agreement.
2. I/my party will comply with all College procedures, instructions and protocols in effect the date of my event.
3. I/my party will not use tobacco products within the facility.
4. I/my party will not contain or consume alcohol within the facility or on the premises.
5. I/my party will not alter, damage or vandalize any structure within the facility or on the premises.
6. I/my party will not bring firearms onto the premises.
7. Following the event, I/my party will leave the facility neat and in order.
8. I understand that additional security fees may be charged if I occupy the facility longer than the time I allotted.
9. I/my party understand there will be additional charges assessed when utilizing on-call employees after the college's normal business hours.
10. I/my party understand that a 3% additional fee will be charged if payment is not received by the date set by the College.

Reservations:

1. A non-refundable payment of half the rental fee must be paid when the reservation is made in order to hold the space (see current Rental Fees) The balance of the total contract must be paid in full two weeks prior to the event. Failure to pay fees by the deadline may result in cancellation of the reservation.
2. If I/my party occupy the facility longer than the reservation indicates, additional charges may apply.
3. If, in the judgment of the College, the facility is left in a state that requires cleaning in excess of standard cleaning, or is damaged or vandalized, additional charges will apply.
4. If I/my party fail to have proper security and effective chaperones and supervision of the activity and participants, additional charges may apply.

Security:

1. I understand that an additional security fee may be charged when necessary and at the discretion of the College. Charges will be billed to the individual who authorizes the reservation (see current Rental Fees).
2. The average is one officer for every 100 people. Groups differ and security will be set at the discretion of the College. Published rates will apply.
3. Security must come from the College's security provider unless permission is granted by the College.

Catering/Food:

1. If client is catering a meal, client must inform the College in advance regarding caterer and menu. Custodial fees may apply.
2. Clients may bring food and non-alcoholic beverages into the facility with the advanced knowledge and approval of the College. Custodial fees may apply.

Rules and regulations are subject to change at any time and at the discretion of ENMU-Ruidoso. Failure to comply with the rules listed above may result in additional charges deemed necessary by the College and loss of future reservations.

Client Signature

Date

ENMU-Ruidoso Administration Signature

Date