



**THE UNIVERSITY OF MAINE AT  
MACHIAS**

# **Community Events Planning Handbook**

**116 O'Brien Avenue, Machias, ME 04654**

**Rates Effective January 1, 2020**

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## **I. GENERAL GUIDELINES**

### **A. Facilities Use Policy**

- Those activities within the broad definitions of education, research, and public service, initiated by the University, have priority over all other uses of the institution's physical facilities.
- The use of University facilities by external groups shall not interfere with or prevent the use of the facilities for University instructional programs or for scheduled student activities.
- When space is available, an external group may be granted the use of University facilities, provided the group agrees to observe the policies, procedures, and applicable fees governing the use of University facilities.
- The University may refuse the use of its facilities to off-campus groups that otherwise would be eligible in cases where there is a question concerning the safety of the participants or University property, the proposed activity interferes with the normal activities of the institution, or the purpose of the activity is not aligned with the mission of the University.

### **B. Pricing and Billing**

- The University will bill external groups within one month of the event. Invoices will include the facility use fees for the rooms used, equipment rental, and residence hall accommodation charges.
- A standard 5% administrative fee will be applied to residence hall charges.

### **C. Certification of Insurance**

- External groups using campus facilities are required to provide proof of comprehensive general liability insurance. This insurance must cover damages to both real and personal property and to bodily injury and death with an insurance company acceptable to the University and for an amount not less than \$1,000,000 per occurrence. All comprehensive liability policies shall include the University as an additional named insured. (University of Maine System; Contract Administration; 37 University Dr; Augusta, ME 04330)
- Groups that are not required to show proof of insurance include federal agencies, state agencies, municipalities (including school systems), University of Maine departments, Washington County Community College, and the Washington County Consortium.

### **D. Restrictions**

- University regulations prevent the selling, peddling, or solicitation for sale of goods or services or contributions on University property by people not associated with the University, unless they are by or under the sponsorship of a University or registered student organization.

- The University will not rent its facilities to organizations that do not assure the University that they do not discriminate against any person because of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, or veteran status.
- Groups and organizations may not use University facilities to make a profit or to conduct business with customers or potential customers, **unless** an arrangement has been made and agreed upon by the renting organization and the University prior to the date of the event.
- Religious and political groups may be permitted use of University facilities for distributing free material so long as such distribution does not interfere with the normal activities of the institution, interaction is at the students' initiative, and the groups do not impose except through their literature, signs, and presence. Fund raising by these groups is absolutely forbidden.

#### **E. Marquee**

- Priority for marquee messages is given to University of Maine at Machias (UMM) sponsored events. Involvement of a UMM student, faculty member, or staff member in an off-campus or community organization does not constitute co-sponsorship by the University of that organization or its events.
- Events taking place on the UMM campus, but sponsored by off-campus or community organizations, will be posted on the marquee only if space allows and no UMM message needs to be displayed.
- As a state-supported institution, the University of Maine at Machias does not engage in activities that support the nomination of any person for political office or that influence a vote in any election or referendum. UMM will not advertise events sponsored by political individuals, groups, or organizations on our public marquee.
- Messages on the marquee will not include anything that is detrimental to the image or the best interests of the University, or that does not comply with the policies and procedures of the University of Maine at Machias and the University of Maine System.
- The UMM Marketing and Communications Coordinator will approve all messages to be posted on the marquee.

#### **F. Parking**

- The University shall assume no responsibility for the care and/or protection of any vehicle or its contents at any time while it is operated or parked on campus. Valuables should not be left in unoccupied vehicles, and vehicles should be locked when not in use. Thefts or damages that occur should be reported to the Office of Head of Campus (255-1210) for investigation or other action.
- The speed limit on campus is 15 miles per hour. However, everyone is expected to operate vehicles in a safe manner commensurate with road and weather conditions. All local traffic laws, including stop signs, apply and must be strictly adhered to on campus.

- Parking is permitted only in designated areas. Parking is prohibited (whether posted or not) in roadways, loading zones, service and delivery areas, fire lanes, building exits, sidewalks, and on the grass. Driveways and entryways to all parking lots are fire lanes. Any parked vehicle blocking traffic, obstructing access to parking areas, or located in a fire lane or any other marked tow-away area is subject to fees and/or being towed away at the owner's risk and expense. Coned/cordoned off areas are not for public use. Illegal parked cars will be towed at owners' expense.
- Because of limited parking on campus, coordinators scheduling events during campus office hours (8:00 a.m.–5:00 p.m., Monday–Friday), and anticipating audiences of 300 or more, should consider alternative parking or carpooling arrangements.

### **G. No Tobacco Policy**

- The University of Maine at Machias (UMM) strives to provide our students, employees, and visitors with a safe and healthy learning and work environment. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, develop an environment supportive of tobacco-free lifestyles, reduce the environmental impacts of cigarette litter, and prepare our student body to work in smoke-free environments upon graduation.
- UMM's tobacco-free campus policy applies to all students, employees, contractors, and visitors.
- Tobacco use is defined as the smoking or use of any tobacco products, including, but not limited to, cigarettes, cigars, spitless, and smokeless tobacco, chew, snuff, and any nicotine-delivery devices that are non-FDA approved as cessation products.
- This policy prohibits tobacco use in UMM buildings, at indoor and outdoor UMM-sponsored events, on UMM-owned or leased grounds, in UMM-owned or leased vehicles, and in personal vehicles on UMM property.
- Organizers of, and attendees at, public events such as conferences, meetings, and/or athletics events on UMM-owned or leased property are required to abide by this policy.
- UMM prohibits the sale and free distribution of tobacco products on campus grounds and all UMM-sponsored events. Tobacco advertisements are prohibited in all UMM publications.

## **II. RATE CHARTS**

### **A. General Guidelines**

- Schedule A applies to private individuals and for-profit organizations. Schedule B includes a 25% discount and applies to nonprofit organizations; State of Maine departments, offices, and committees; and University of Maine System-affiliated organizations.
- Groups requiring food and beverages will be referred to Sodexo, the University's food service provider.

- Additional charges will be assessed for damages or necessary excessive cleaning starting at \$100.
- Additional fees may be applicable, depending on required facility supervision.
- A standard 5% administrative fee will be applied to all residence hall charges.

## B. Meeting Space Rates

| Room / Facility                  | Capacity | 4 Hours or Less |            | Full Day   |            |
|----------------------------------|----------|-----------------|------------|------------|------------|
|                                  |          | Schedule A      | Schedule B | Schedule A | Schedule B |
| Classroom                        | 25-45    | \$60            | \$45       | \$75       | \$55       |
| Conference room                  | 12-20    | \$60            | \$45       | \$75       | \$55       |
| Science 102 (lecture hall)       | 104      | \$125           | \$95       | \$190      | \$145      |
| Lobbies (with one display table) |          | \$25            | \$20       | \$40       | \$30       |
| Mall (or other grounds area)     |          | \$125           | \$95       | \$190      | \$145      |
| Performing Arts Center           | 340      | \$375           | \$280      | \$560      | \$420      |
| Computer labs                    | 25       | \$220           | \$165      | \$330      | \$250      |
| Kilburn Main Dining Room         | 210      | \$300           | \$225      | \$400      | \$300      |
| Kilburn Faculty Dining Room      | 20       | \$60            | \$45       | \$75       | \$55       |
| FRC Conference Room              | 60       | \$125           | \$100      | \$190      | \$140      |

## C. Campus Housing Rates (All rates are per person, per night)

|                            |  |                       |
|----------------------------|--|-----------------------|
| Traditional Room           | Single   | \$45 per person/night |
|                            | Double per person                                      | \$30 per person/night |
| Suite                      | Double   | \$50 per person/night |
| Linen packet rental        | Pillow, blanket, sheets, pillowcase, towel, face cloth | \$15                  |
| Linen change               | For groups staying longer than a week                  | \$15                  |
| Swipe card/key replacement |  | \$50                  |
| Lowering beds              | Per floor  | \$250                 |

## D. Recreation Facilities Rates

| ROOM/FACILITY                        | Hourly Rate |            | 3 Hour Block Rate |            |
|--------------------------------------|-------------|------------|-------------------|------------|
|                                      | Schedule A  | Schedule B | Schedule A        | Schedule B |
| Main gym (both sides)                | \$200       | \$150      | \$500             | \$375      |
| Main gym (one side)                  | \$75        | \$55       | \$200             | \$150      |
| Small gym / fitness room (lower gym) | \$50        | \$40       | \$135             | \$100      |

For Pool Hours and Information, please contact  
Lindsay McMahon at [Lindsay.mcmahon@maine.edu](mailto:Lindsay.mcmahon@maine.edu) or 255-1296

## E. Miscellaneous Equipment and Services Rates

|                     |                       |
|---------------------|-----------------------|
| Podium / microphone | \$25 per day          |
| Microphones         | \$10 per mic, per day |
| Computer Labs       | \$50 per hour         |

## III. RESERVING MEETING SPACE

### A. General Information

- When classes are in session, certain rooms and spaces on campus, such as classroom space, Performing Arts Center, and Science 102 (lecture hall) are available for use by external groups only with special permission by the Office of Head of Campus at 255-1210.
- Additional policies regarding the use of any campus facilities may apply.

### B. External Groups

- External groups using University facilities must compensate UMM for the rental of space and for all expenses resulting from the activities, including custodial service (for non-routine, excessive cleaning, or setup), audiovisual equipment, and other related costs.
- External groups will be informed of the total estimated costs related to the activity at the time of the request for use of the facilities. Actual costs will be provided in writing to the external group upon confirmation of space/services. In special circumstances, the University reserves the right to adjust or eliminate any or all fees when a compelling public need or interest is served. Charges begin when a facility is entered for any purpose, such as decorating, catering, or setup.
- Following an event, if additional maintenance is required other than what is considered normal and/or UMM equipment has been damaged, the user will be charged accordingly.

### C. Campus-based Groups

- UMM students, faculty, and staff conducting University business will be provided use of facilities at no charge, except in instances when extra personnel or add-ons are necessary.
- Faculty, staff, or students using facilities to conduct outside activities or as a representative of a non-UMM organization not associated with their role as an agent of the University will be charged at the nonprofit rate (Schedule B).
- “Fronting” is defined as permitting an external person or group to use University facilities and services under the guise that the activity is a University-sponsored program in order to avoid payment. The following guidelines are used for determining whether an event is to be considered University-sponsored:
  1. Attendance consists of primarily campus-related individuals.
  2. Presenter fees are paid by the University.

3. Primary advertising is directed toward UMM organizations and constituents.
4. Planning/production is handled by the University-sponsoring group.
5. The event is within the scope of the University's mission.

#### **D. Cancellation and Facility Substitution**

- The University reserves the right to substitute an alternative space for any facility reserved by an external group if it is deemed necessary to conduct official University business or a special program.
- In extremely rare situations caused by factors beyond the control of the University (such as weather conditions, unavailability of facilities caused by physical damage, or mechanical breakdown of support systems), the University may cancel an event scheduled by an external group. In the event of a weather emergency in which the University is closed, facilities reservations and catered events will be canceled.
- If the University cancels an event, the Office of the Head of Campus will notify the primary contact listed on the facility use form.
- University facilities maintenance and renovations are considered top scheduling priorities, and these projects are difficult to schedule far in advance. Every effort will be made to complete maintenance and renovation at times that will not conflict with University events. If the room or space assigned to an external group is undergoing maintenance or renovation at the time of the event, every effort will be made to substitute an appropriate campus space.

#### **E. Setup, Decorations, and Cleanup**

- No alterations may be made to University property unless otherwise authorized by the Facilities Office. The Head of Campus Office must approve decorations used in or on any University facility. The use of nails, screws, or thumbtacks on walls is prohibited. Any tape used must be of the type that will not harm walls or remove paint. All decorations must be flame retardant.
- No burning candles, lanterns, incense, or open flames are allowed in any building or enclosure.
- All facilities must be returned to their original condition. Groups must leave the facility free of litter, such as paper, food and drinks. Tables must be cleared and decorations removed. Upon leaving the facility, each group must ensure that trash is placed in appropriate receptacles. Restrooms and parking lots used by participants of the group must be free of litter and unwanted debris.
- If after an event, additional non-routine cleanup and maintenance is required other than what is considered normal, and/or equipment has been damaged, the user will be charged accordingly with a fee starting at \$100.

#### **F. Computer and Audiovisual Equipment**

- The Renting Organization will coordinate audiovisual and other equipment for external groups with the Office of Information Technology. Such equipment must be reserved at least 5 business days in advance. It is strongly recommended that



external groups meet with one of the University's Information Technology (IT) staff prior to the event to ensure proper operation of the equipment. A brief training session may be scheduled with IT by calling 207-255-1237, Monday-Friday, 9am - 12pm or 1pm - 4pm.

- Audiovisual/computer equipment may not be rented for off-campus use.
- Campus-based groups must reserve and transport audiovisual equipment themselves through the office of Information Technology Office.
- Presenters using their own or University audiovisual and computer equipment are expected to know how to operate such equipment.
- Computer labs are available on a limited basis if the Office of Information Technology approves the event and has staff available to monitor use.

### **G. Performing Arts Center**

- When an external group uses the Performing Arts Center and special lighting and sound are required, the University will consider requests for a technician to operate the lights and sound.

### **H. Reynolds Center (CLL)**

- Arrangements for use of facilities at the Reynolds Center—the main gym, small gym, and/or swimming pool—are subject to final approval by the Fitness Coordinator.

### **I. Kilburn Commons**

- The main dining hall in Kilburn Commons may be used for external groups for Sodexo-catered banquets and receptions.
- When classes are not in session, meals for conferences and camps are also available. Groups requiring food and beverages will be referred to Sodexo, the University's food service provider.
- Kilburn Commons is not available for use as a classroom or general meeting space.

### **J. Outdoor Areas**

- The University must approve any use of outdoor areas on campus in advance.
- Amplified sound may be used at outdoor events only with prior written permission of the University's Head of Campus Office. The privilege may be withdrawn if the amplified sound interferes with classes, other scheduled events, the normal business of the University, or the general public.
- Use of University facilities for overnight camping is prohibited. Camping includes staying overnight in a vehicle.

## IV. RESERVING CAMPUS HOUSING

### A. Availability

- Residence hall accommodations are available to participants of external groups using the campus during the summer months.
- Arrangements for overnight accommodations should be made through the Office of Student Life at the time the event is scheduled.

### B. Pricing and Billing

- Unless otherwise noted, all prices apply at per person rates.
- A standard 5% administration fee will be applied to all housing charges.

### C. Restrictions

- Groups using residence halls requiring food and beverages will be referred to Sodexo, the University's food service provider.
- Groups using residence halls must have a minimum of twelve guests, unless otherwise approved by the Office of Student Life.
- Two weeks in advance of the event, event coordinators are asked to supply a roster of all participants staying in residence halls, along with roommate requests/assignments.
- At least one chaperone is required for every ten children housed in the residence halls. A chaperone must be present with children at all times.
- Smoking is not allowed in any area of the residence halls, including individual rooms.
- Alcohol is not allowed in the public areas of the residence halls and can only be consumed by those who are at least 21 years of age.

### D. Furnishings

- Rooms are furnished with twin-size beds, mattresses, bureaus, desks, and chairs.
- Each residence hall has, located in a common area, a stove, sink, microwave oven, and refrigerator.
- The University issues keys to guests staying in the residence halls. Guests who fail to return their keys when leaving campus will be charged a \$50 replacement fee.
- Laundry service is available for an additional fee. Please contact the Office of Student Life for further details.

### E. Guaranteed Guest Numbers

- The University does not require deposits or assess cancellation fees. However, event planners must provide to the Office of Student Life, a guaranteed number of guests for housing in the residence halls at least two weeks in advance. Groups will be billed for either the guaranteed number or the actual number of guests served, whichever is higher.

## V. RESERVING MEALS AND CATERING

### A. Guidelines

- Groups requiring food and beverages will be referred to Sodexo, the University's food service provider. Food service may include, but is not limited to, continental or full breakfasts, light luncheons, bag lunches, light refreshments, dinners and banquets (served or buffet), receptions, and hors d'oeuvres. Full bar service is also available for some events. All catering must be arranged in advance with Gail Gordon ([gail.gordon@maine.edu](mailto:gail.gordon@maine.edu) or 207/255-1280), Sodexo Dining Manager.

### B. Alcohol Policy and Restrictions

- The sale and service of alcoholic beverages is regulated by the Maine State Liquor Authority, the University, and its food service provider, Sodexo. As a licensee, Sodexo is responsible for the administration of these regulations.
- No alcoholic beverages may be brought in or taken from a licensed room.
- Alcoholic beverages will be served only to people who are at least twenty-one years of age. The bartender has the right to refuse service to anyone who cannot produce proper identification or is not conducting themselves in an orderly fashion.