

MOUNT MERCY UNIVERSITY

Guidelines for Facility Use – Events Department

General Information

Mount Mercy University

1330 Elmhurst Dr. NE

Cedar Rapids, IA 52402

MMU Website: <http://www.mtmercy.edu>

Events Website: [Event Services \(mtmercy.edu\)](#)

Events Email: events@mtmercy.edu

Events Phone: 319-363-1323 ext. 1274

Contact List

Position:	Name:	Office Phone & Ext.	Email:
Event Services Coordinator	Isabel Coss	319-363-1323 ext. 1274	icoss@mtmercy.edu
Director of Dining	April Schmitz	319-363-1323 ext. 1272	aschmitz@mtmercy.edu
Interim Catering Manager	Becky Keil	319-363-1323 ext. 2507	bkeil@mtmercy.edu
Administrative Assistant	Donna Dennis	319-363-1323 ext. 1218	dkdennis@mtmercy.edu

Events Office Hours

Hours: 8:00 a.m. to 4:30 p.m. Monday-Friday

General Guidelines for Facility Use – Events Department

Inquiries

All requests for use of facilities can be made through the [Mount Mercy Events Online Reservation System](#) or contact the Mount Mercy University Events Office at events@mtmercy.edu or call 319-363-1323 ext. 1274. The approval/denial of requests will be communicated via email and can take up to 2 weeks for determination. Mount Mercy University reserves the right to approve or deny requests. All confirmed events are subject to cancellation if the facility in question is required for university use. The facility is not available for programs that are inconsistent with the University's policies.

Required Fees/Policies

Event setup must be performed by Mount Mercy University personnel. Each Event is required to have a Mount Mercy University approved site supervisor at the start of all events. The USER must pay all fees in advance. The USER shall be liable for damages or loss that incur on any part of Mount Mercy University.

Contract

Our Facility Rental Agreement between Mount Mercy University and the USER is required at least two weeks prior to the scheduled event. The USER must have the Facilities Rental Agreement in his/her possession when using the Rental Facility as proof of scheduled use of the facility. Mount Mercy University is not responsible for the personal property of the USER or individuals attending events held by the USER.

Mount Mercy University Rental Guidelines & Policies

The purpose of these Policies is to inform groups and individuals wishing to hold events on Mount Mercy University's Campus. These policies and procedures are subject to change at the sole discretion of Mount Mercy University. The most current policies are available on the Mount Mercy Event Services webpage. This document is a guide to ensure a successful event and is a general listing of policies.

A successful event is possible with a committed team working together to make it happen. It is important that Event Services Department understands the event concept, purpose and goals. For large events, it is often useful to schedule a planning meeting with Event Services early in the process to understand the event and brainstorm ideas. Once an event is planned, Event Services will forward all event information to the appropriate departments (i.e., Facilities, Dining Services, Public Safety, etc.).

Meetings/events will be held in meeting rooms, classrooms or public spaces on campus only after first reserving the space with Event Services.

Mount Mercy Event Services Department reserves the right to schedule rooms considered to be the best fit and also change or move a reservation to another room if necessary. Departments/groups will be notified of changes. Event Services staff are available for advising on planning events.

Defining the Internal User

Any current student, faculty, or staff member is considered an internal user and is welcome to hold university-related events at Mount Mercy University with no rental costs.

Defining Outside Groups

Outside groups consist of any individual or organization, including alumni, who are not currently a student, faculty, or staff. Outside groups are welcome to hold events on campus, provided the University's terms and conditions set forth in this Event Policy and Facility Rental Agreement are followed. Rental fees will apply. These events are subject to availability and approval by Event Services. The University reserves the right to refuse requests.

Defining Co-sponsoring & Fronting

Co-sponsoring is defined by MMU as a department, office, program, club, internal user, etc. wishing to connect with a non-University outside group to host an activity on campus in which they are a recognized & publicized co-sponsor of the event, have MMU personnel actively participating in the planning/management of the event, and MMU personnel **will be in attendance** of the event. If rental/costs do apply; they can be shared or covered by either party.

Fronting is defined by MMU as a situation in which an MMU department, office, program, club, internal user, etc. is trying to co-sponsor with a non-University outside group to use MMU space, but does not have any affiliation with the event/topic of the event, no stake in the planning or organization of the event, and/or will

not be attending the event yet looks to avoid or reduce rental fees for the non-University outside group. MMU would not recognize reduced or waived fees in these situations.

Rental Fees

Mount Mercy University will follow the below structure to determine if rental rates will apply:

Group Type 1: Waived Fees

- A. MMU Internal User holding a university-related event
- B. Approved events where recruitment is highly likely (most events dealing with High School & Middle School students). All waivers must be approved by the President or the Vice President for Business & Finance of Mount Mercy.

Group Type 2: 50% of normal rates

- A. Non-profit organizations sponsoring a community service-related event
- B. Government Agencies sponsoring non-profit education or service-related events
- C. School District (including charter schools) educational activities
- D. Mount Mercy University sponsored credit generating courses (CEL, CEU, etc.)

Group Type 3: 70% of normal rates

- A. Alumni or employee non-related campus event
- B. Non-profit Organization sponsored events (with registration fees)
- C. Non-profit Organizations not sponsored by a university organization/department

Group Type 4: 100% standard rate

- A. Non-University events that are commercial enterprises, for profit groups/organizations, and private agencies conducting business meetings/events whether registrations fees are applicable or not.
- *Should a booked event be past the normal business hours (M-F 8am-5pm) or on weekends "B" groups will be charged "Staffing fees" to cover Events staff costs for hosting/shutting down the event.*
- *Employees of Mount Mercy University can use campus space to personally benefit a group or organization that they belong to. They would still be expected to pay based on their Group Type.*

A final amount invoice will be sent once the Facility Rental Agreement is signed. The Business Office will invoice the group with a due date two weeks prior to the event. If the group fails to provide payment via cash, credit card or certified check by the time payment is due, the University may cancel the event without prejudice to any other rights and remedies, and the group guarantees that the University will be held harmless from any and all claims, losses and expenses incurred with regard thereto.

Types of Events Welcomed on the Mount Mercy Campus

Mount Mercy University does not knowingly allow events to be held on campus that conflict with the mission of the University.

While all students, faculty, staff and authorized off-campus groups are welcome to hold professional & social events on campus; fundraisers for any purpose other than charities sponsored by Mount Mercy University or

the Sisters of Mercy are generally not allowed. Credit card companies, banks, and/or any organization/group requesting space for events in which credit card solicitations will take place are prohibited.

Personal events such as, but not limited to, bridal showers, rehearsal dinners, wedding ceremonies, wedding receptions, birthday parties, anniversary parties, and memorial services (other than those requested by the University) are permitted and only booked if the event doesn't conflict with university events and appropriate staffing is available. Rental rates will apply.

Certificate of Insurance/Liability/Loss Prevention for outside groups

Proof of insurance is required from all off-campus individuals or organizations sponsoring an event and must be submitted to Event Services at least two weeks prior to the event. It must include the date of the actual event and any set-up/tear-down days if requested.

The individual or group will be held responsible for any damage to persons or Mount Mercy property resulting from actions of the event/meeting attendees. The individual or group agrees to assume full responsibility for the conduct of the members of its staff and/or group.

Mount Mercy will not assume responsibility for personal property or equipment brought to campus by the individual, group or other Mount Mercy departments/employees. Damage or losses of any merchandise, equipment, or articles left on the premises are not the responsibility of the University.

The individual or group agrees to indemnify, defend, and hold harmless Mount Mercy, its trustees, officers, and employees from and against any and all claims, demands, suits, losses, damages, injuries, and liabilities, including attorney's fees, costs and expenses incurred in connection with or during the performance of our agreement.

Smoke-Free Environment

Mount Mercy enforces the State of Iowa's Clean Air Act signed into legislation April 15, 2008. Smoking is prohibited on all Mount Mercy property including: buildings, parking lots, and vehicles owned or leased by Mount Mercy, regardless of location. This policy applies to all indoor and outdoor air space, including athletic facilities.

Alcohol/Tobacco/Drugs/Firearms

The User agrees to enforce Mount Mercy University's policies with regard to the prohibition of tobacco, alcohol, drugs or firearms on Mount Mercy University's property and/or adjoining parking areas.

Initiating Reservations & Availability

Priority for all space will be given to events and organizations sponsored by Mount Mercy University.

Scheduling events in the evenings, on weekends, holidays, and over breaks will be considered based on the University's ability to support them.

Timeframe for Making Reservations

If your event has extensive set-up or planning, it should be requested at least 4 weeks prior to your event.

Information Needed to Request an Event

- ❖ Event/Meeting Name, Organization Name and Address
- ❖ Group Contact, Phone and Email Address
- ❖ Event Date(s)
- ❖ Actual Beginning and Ending Times
- ❖ Group Set-up and Tear-down Times
- ❖ Meeting agenda to include break times (if applicable)
- ❖ Anticipated Attendance
- ❖ Set-up Requirements
- ❖ Audio Visual Requirements
- ❖ Catering Needs and times to be served
- ❖ Public Safety Needs
- ❖ Facilities Needs

In order to complete communication of needs to the necessary Mount Mercy departments, it is the responsibility of the group contact to provide Event Services with all the information in writing no later than 2 weeks prior to the event.

If there will be a guest speaker at your event, please also include the name of the guest speaker, their organization, as well as a brief overview of the topic they will be speaking on, to ensure that we are able to get that information to the correct departments for best promotion of the speaker! If this is done through the web app, EMS reservation system, please add this in the additional notes option when creating the event.

Confirmation of Meeting Details:

Event Services typically reviews and checks availability of requests within 3 business days from the time the request is received. Requests for classroom space may take longer depending on the availability of future class schedules. Once Event Services has reviewed and approved an event; email confirmation will be sent. It is the client's responsibility to review the confirmation for accuracy and notify Event Services of any changes.

Changes or Cancellation of your Event

If you have any changes to your event from the original request or if the event is canceled, the Event Services office should be contacted at least 3 business days prior to the event or as soon as possible. Events canceled after the deadline will be billed any costs related to the event up until time of cancellation.

Final attendance numbers are due to Event Services at least 5 business days prior to the event.

Food and Beverage - Catering Guidelines for Events

No food or beverage may be brought into, sold in or distributed at Mount Mercy University facilities. When catering is requested, groups are required to use ARAMARK Dining Services. The University contract with ARAMARK states that no outside food services will be used on the Mount Mercy campus without prior approval from the Director of Dining Services.

Arrangements for food and beverage service may only be made once a room reservation has been secured with the Events Services Department. To place a catering order, please contact the Catering Department at least 14 days prior to the event at 319-366-5296 or ckrebs@mtmercy.edu. Please have your billing information available when you place your order.

An estimated guest count is required at the time services are scheduled. A final guarantee count must be provided to the Catering Department at least 72 business hours prior to the event. If a count is not provided, the Catering Department will prepare and set for the highest count given at the time of the booking, and you will be billed based on this count. In the event that additional guests arrive, they will do everything possible to accommodate those extra guests and will be charged accordingly.

Cancellations are requested 3 business days prior to the event. Events canceled after the deadline will be billed any costs related to the event up until time of cancellation.

In order to ensure the quality of your event, the Catering Department must have sufficient time to procure food and service personnel. Sufficient notification is defined as at least three (3) business days. Events booked without sufficient notification may be subject to limited menu and service availability and are subject to an additional \$25 rush fee.

Linen will be provided for all tables used for food and beverage service. Should the need arise for linen on other tables, including guest tables, these can be provided at an additional charge:

House Tablecloths for non-service tables - \$6.00/each

House Skirting - \$12/00/per table

Pricing for all specialty linen is available upon request through the Events Services Department.

Unless otherwise requested, all events are presented with disposable service ware.

It is a violation of Health Department regulations to allow the carry out of food not consumed at your event, in addition no credit will be granted for unused food. In contrast to Health Department regulations and food is removed, the catering department for ARAMARK/Mount Mercy University possesses no responsibility or liability for the quality of the food.

Any missing non-disposable items provided to service your event will be charged the cost of the item. Upon their return, your account will be credited in full. Please return them to a member of the Dining Services staff to guarantee your credit.

Alcohol for Campus Events

Mount Mercy does not encourage consumption of alcoholic beverages, nor does Mount Mercy promote their use or abuse. For more information regarding Mount Mercy's Alcohol Policies, please refer to the Catering & Alcohol Policies.

Banners/Signage

Banners/signage must be approved in advance in the Facility Rental Agreement. No permanent banners/signage are allowed. No banners/signage may be placed in any area that blocks public ingress or egress. Banners/signage will not cover or hide any existing signs or banners already in place. No confetti, glitter or stickers are allowed. Banners/signage must be immediately removed following the event. The USER assumes responsibility for any damage caused by the display or removal of banners/signs.

Custodial Services

Mount Mercy provides all custodial services required for the normal use of the premises. If you have an event that requires extensive cleanup the department/group is responsible for returning the area and equipment to its original condition immediately following the event. If more than routine custodial services are needed to return the space to normal, the group will be subject to a cleaning fee of \$25 per man hour for custodial services and \$30 per man hour for maintenance services. In the event that the group requires extraordinary use of custodial services, Mount Mercy reserves the right to charge the group for such additional services.

Parking

All users of Mount Mercy University facilities are required to park in parking lots or other areas designated by Mount Mercy University in the Facility Rental Agreement. Handicapped parking is available as indicated on the campus map, which can be obtained from Events Services in person or on the Mount Mercy website at <https://www.mtmercy.edu/maps-parking>. Vehicles are not to block roadways or fire lanes. Parking is not available in front of or behind Sacred Heart Convent/Sisters of Mercy. If your event is open to the public or has outside attendees, Event Services can provide event/parking signs, upon the request from the group at least 72 hours prior to the event. Based on the number of attendees (projected or actual), MMU may stipulate that Public Safety Officers be hired to assist with parking.

Public Safety

A Campus Public Safety Officer is required whenever alcohol is served. Requirement of the presence of public safety officers at each function is at the discretion of Mount Mercy University and will be determined by several factors including, but not limited to, the type, size and duration of the function and the intention to serve alcoholic beverages. One public safety officer will be required for a minimum of two hours for groups up to 150 people.

For the safety of all event attendees, fire code capacities will be monitored. Event Services will assist a Public Safety Officer in managing crowd sizes for larger events to stay within the approved capacity of a room. The Mount Mercy staff at the event, upon finding overcrowding conditions or obstructions in aisles, passageways, or other means of egress, or upon finding a condition which constitutes a serious menace to life, is authorized to cause the performance, presentation, or entertainment to be stopped until such condition or obstruction is corrected.

Recreational Fires/Pyrotechnics

Recreational fires (i.e. fire pits) or pyrotechnics are not permitted on campus with the exception of the Rohde Family Plaza Fire Pit. Please see Fire Pit Policies if interested in utilizing the fire pit. A Public Safety officer must be present at all times when this is being used. The fire pit is set up by Public Safety and closed up by Public Safety.

Lost and Found

All lost and found items turned in to Mount Mercy University may be claimed during office hours at the Main Campus Info desk or the Graduate Center Clinic. The University is not responsible for lost or damaged items.

Pets

No pets or animals are allowed at events held on Mount Mercy University property unless they are documented service animals.

Staffing

Mount Mercy University reserves the right to set all staffing requirements for events. A qualified, responsible representative of Mount Mercy University must be present for the first 15 minutes (minimum) whenever the facilities are used for outside agencies or other party purposes. The USER must have at least one responsible adult present during the entire period of use.

<u>Facility Usage Rental Rates</u>		Hourly	Half Day	Full Day
Classrooms		\$25/hour	\$100	\$200
Conference Rooms		\$30/hour	\$100	\$200
Flaherty Community Room			\$200	\$350
Chapel of Mercy - general		\$100/hour	\$300	\$450
Chapel of Mercy - wedding		See MMU Wedding Policy		
McAuley Theater			\$300	\$450
University Center Commons			\$600	\$1,000
University Center Commons & Dining			\$1,100	\$1,500
Stello Performance Hall			\$200	\$350
Betty Cherry Heritage Hall			\$300	\$450
Pruss Conference Center			\$500	\$700
McAuley Penthouse		\$30/hour	\$100	\$200
Graduate Center Lobby (no charge if renting Pruss Conf Ctr)			\$40	\$75
Hennessey Recreation Center Gymnasium		\$1,000	Flat Rate	
<u>Service Fees</u>				
Events Host (if required to be at entire event)		\$20/hour		
IT Personnel on site		\$100/hour		
Public Safety Officers (when alcohol is served)		\$25/hour	per officer	
Maintenance Services		\$30	Per man hour	
Custodial Services		\$25	Per man hour	
Dance Floor Installation/Teardown		\$250	Flat Rate	
*Less than 1 hour will be charged as a full hour				