

UNIVERSITY OF NORTH DAKOTA
GORECKI
ALUMNI  CENTER

POLICIES & PROCEDURES

Gorecki Alumni Center
c/o UND Foundation
3501 University Ave Stop 8157
Grand Forks, ND 58202-8157
701.777.4408
goreckialumnicenter.com

Scope of Manual

These policies and procedures cover the use, scheduling and operation of the Gorecki Alumni Center.

Purpose of the Gorecki Alumni Center

The primary purpose of the Gorecki Alumni Center is to serve the University of North Dakota and enhance the programming and hospitality at the University of North Dakota. It will serve as a gateway to the University and a Welcome Center for students, alumni, friends and community as well as a unique event venue.

Areas Designated for Use

- Gransberg Community Room
- Kratt Grand Lobby
- Burgum Presidential Suite
- Hyslop Alumni Lounge
- Great River Energy Patio

Eligibility for Use

Everyone is welcome to rent space in the Gorecki Alumni Center.

Priority of Use

Reservations are made on a first come, first served basis.

Hours of Availability

Business hours for the Gorecki Alumni Center are 8:00 a.m. -4:30 p.m. Monday-Friday. The Gorecki Alumni Center will be closed during all non-business hours unless there is an event scheduled. The Gorecki Alumni Center will be closed in recognition of all state/federal holidays. All events must conclude no later than 12:00 a.m. Additional access to the facility is subject to availability and will be assessed a fee of \$75/hour. If alcoholic beverages are being served, service must conclude at 11:30 p.m. The building must be cleaned and vacated by 1:00 a.m. A representative from the Gorecki Alumni Center staff will be present at all times during a scheduled event.

Guided tours of the Gorecki Alumni Center are available upon request. Tour reservations should be made at least three days in advance by calling 701.777.4408.

Reservation Procedures

All reservations for events at the Gorecki Alumni Center must be made in advance. Contact the Director of Sales & Marketing to make a reservation. 701-777-4408 or events@goreckialumni.com

Deposit:

To confirm a reservation, a deposit in the amount of half of the total rental fee and a signed contract are required. Reservations will be considered tentative until the deposit and signed contract have been received.

Payments & Billing

Clients must pay the deposit to confirm a reservation. The balance will be invoiced following the event. Acceptable forms of payment are credit card, check, cashier's check or money order. All checks made payable to UND Foundation-Gorecki Alumni Center.

Cancellation Policy

Cancellations must be submitted in writing to the Gorecki Alumni Center Director of Sales & Marketing. The Gorecki Alumni Center reserves the right to charge the client for any expenses incurred prior to cancellation. Cancellation of an event may be subject to loss of funds or will incur charges according to the following parameters.

Within 6 months of event - half of the amount of deposit will be retained by Gorecki Alumni Center.

Within 30 days - full deposit amount will be retained by Gorecki Alumni Center.

Insurance

Proof of liability insurance may be required.

Liability

Each client shall indemnify and hold harmless the Gorecki Alumni Center, UND Alumni Association & Foundation, University of North Dakota, and the Board of Regents, State of North Dakota and its agents and employees against any and all damages, claims, liability due to loss of property of others, or any other liability arising out of its use of the Gorecki Alumni Center.

Client agrees to be responsible for any damage to the facility, including furniture, fixtures, equipment, or other property used by client for its event and which results from the acts of client's guests. The Gorecki Alumni Center will assume no financial responsibility for damaged or stolen property brought to the facility by client, client's guests or outside vendors.

Security

Certain events may require security services which will be at the discretion of the Gorecki Alumni Center. Security services will be provided University Police. The fee for these services will be added to the client's final invoice. Security services will be arranged by the Gorecki Alumni Center event staff.

Event Logistics & Preparation

A meeting will be scheduled and facilitated by the Gorecki Alumni Center Client Event Coordinator at least seven days prior to event. Final guest count, event logistics, including technology and vendor preparations will be reviewed and finalized. All events must have a main contact person who will be present the entire duration of the event, responsible for the behavior and demeanor of the guest and is responsible for any damages and or property loss incurred during the event.

Caterers/Vendors

Clients may choose from the approved caterers and vendors who have partnered with the Gorecki Alumni Center. Each client will be responsible for selecting and hiring a caterer and/or vendor(s) from this list. Arrangements and prices are based on a separate contract between client and caterer. The Gorecki Alumni Center Client Event Coordinator will create an event plan with the client, caterer, and/or vendor(s). Clients may not bring to or remove from the premises any food, beverages or service ware. Wedding cakes and mints may be brought into the Alumni Center provided they are from an approved licensed vendor and arrangements have been made through the Gorecki Alumni Center Event Staff.

Deliveries

All deliveries of event items such as food, flowers, rental items, etc., must be coordinated with the Client Event Coordinator. The Gorecki Alumni Center cannot assume any responsibility for items left by the caterer, Rental Company or client.

Alcoholic Beverages

Sale and service of alcoholic beverages for consumption on premises are permitted for special events within the Gorecki Alumni Center at the University of North Dakota in designated hospitality or meeting rooms and adjoining outdoor patio areas, subject to compliance with all state and local alcoholic beverages laws, ordinances and regulations. Special events at which sale and service of alcoholic beverages are permitted may include community or other events open to the public or private events. Sale and service of alcoholic beverages are generally prohibited at the University of North Dakota events, subject only to exceptions granted by special permit signed by the UND president or president's designee. The President has excepted, by permit, events that occur at the Gorecki Alumni Center. This grant permission would include compliance with the following rules and restrictions:

Service of Alcoholic Beverages:

- The Gorecki Alumni Center will comply with applicable laws pertaining to the sale, possession, and consumption of alcoholic beverages and foster responsible attitudes toward alcohol among members of the University community, including students, faculty, staff, and visitors.

- All alcohol beverages, including donated alcohol, must be served by a contracted licensed vendor or certified bartender.
- No event involving the service of alcoholic beverages may take place on campus without the prior written approval of the University president or the President's designee.
- Consumption of alcohol shall be in connection with a substantive event, such as a banquet, official entertainment or reception.
- The client must arrange for and ensure the service of food and non-alcoholic beverages during the duration of the event.
- Sale of alcohol must be by a Gorecki Alumni Center contracted, licensed vendor only. Sale of a ticket to an event where complimentary alcohol is served is considered a sale of alcohol. Contact Gorecki Alumni Center Director of Sales & Marketing for information about scheduling an alcohol vendor.
- All servers must be trained in an authorized alcohol service program.
- Servers may not consume alcohol during the event.
- The service of alcoholic beverages must be monitored to prevent: excessive consumption; service to a person not of legal age.
- Unreasonable or irresponsible conduct or violation of any regulation or noncompliance with any limitation outlined herein justifies discontinuance of the event and subsequent denial of University service and facilities.
- No service or sale of alcohol to persons who are intoxicated or disorderly will be allowed.
- Alcoholic beverages cannot be removed from the premises.
- Alcoholic beverage service is not permitted at the Gorecki Alumni Center Monday-Friday 8:00 a.m. -5:00 p.m.
- Alcohol is not permitted at Student Groups events.
- Kegs are not allowed at the Gorecki Alumni Center.

Decorations, Signs and Posters

- All decorations, signage and furniture arrangements must be approved and coordinated in advance with the Gorecki Alumni Center event staff.
- Any decorations, signs or posters must be free-standing.
- Taping, nailing, wiring, stapling or otherwise attaching anything to any surface will not be permitted. The reserving party will be financially responsible for any damages to the facility resulting from misuse of signage, decorations or materials.
- The following items are not permitted: open-flame candles, confetti, glitter, sparklers, smoke or fog machines and small or sharp metallic decorations. Helium balloons are not allowed without approval from the Director of Sales & Marketing and without the appropriate waiver. Client will be responsible for charges incurred for cleanup and removal of balloons.

- No posters or banners are permitted on the Gorecki Alumni Center building or grounds without the permission of the Gorecki Alumni Center Event Staff.
- All decorations and materials must be removed by client immediately following conclusion of event and within the designated time allowed. Any and all leftover material will be disposed of at the custodial staff's discretion and appropriate fees will be charged.

Parking

Visitor/Event parking is available in the Gorecki Alumni Center parking lot and is included in the rental fee. If additional parking is necessary, a request must be made to the University of North Dakota Parking Office. For non-University related events this request will be facilitated by the Gorecki Alumni Center event staff. Additional charges may apply.

Smoking

As with other UND buildings, no smoking is permitted in or on the grounds of the Gorecki Alumni Center. The client is responsible for helping to enforce the no smoking policy.

Animals

Animals are not allowed in the Gorecki Alumni Center or on its grounds with the exception of service companions.

Children

All children must be supervised and escorted by an adult at all times.

Restricted Areas

Clients will have access to authorized areas only as specified in the rental contract.

The client and their guests will not have access to office spaces throughout the building, including the Welcome desk. Computers, phones and other equipment in these offices are not available for event or guest usage. Access to areas deemed private and confidential is restricted after business hours for security purposes. Clients are expected to cooperate and abide by security procedures and access restrictions.

Compliance

Clients and their guests are expected to comply with all federal, state and local laws and ordinances. The Gorecki Alumni Center reserves the right to deny use or future use of its facilities to any person or organization who does not comply with these policies and procedures. Lost, stolen or damaged property is not the responsibility of the Gorecki Alumni Center or its agents. A fee will be assessed to the client if any items belonging to the Gorecki Alumni Center are removed from the building (glassware, flatware, plants, etc.).

The policies are subject to change without notice. Updates to these policies are the responsibility of the Gorecki Alumni Center Event Staff. UND, UND Alumni Association & Foundation and the Gorecki Alumni Center reserve the right to deny use of the facility, establish and impose additional rules and regulations, set special rental and use arrangements and require additional fees and charges in connection with the use of the Gorecki Alumni Center.

I understand and comply with all of the above stated policies and procedures.

Client

Date

Gorecki Alumni Center Representative