



## MacQueen Alumni Center Rental Policies and Procedures

- **USE:** Use of the Julian & Kim MacQueen Alumni Center (MAC) must be scheduled through the USA National Alumni Association (USA NAA) @ (251) 460-7084.
- **SPACE:** Space is reserved on a first-come basis and is not booked as a facility rental until a signed contract and a non-refundable 50% deposit is on file with the USA NAA. Space is booked in five hour units for the Geri and Gordon Moulton Boardroom and eight hour units for the Chief Calvin McGhee Ballroom. Setup and tear down must be included in this time. (Please include one hour preceding your event start time for set up and one hour following your event for breakdown.)
- **FOOD:** All food and beverages brought into the MAC must be contracted through one of the USA NAA approved caterers.
- **CATERERS:** Caterers must be selected from the MAC approved list of caterers. On-campus departments and organizations must use the University of South Alabama contracted caterer. Upon event completion, caterers must remove all trash from the ballroom, lobby, and catering kitchen to the trash receptacle on the loading dock.
- **TRASH:** The facility renter is responsible for ensuring all event trash is removed upon event completion. All trashcans must be used with trash bags, do not place loose trash directly in the trashcans. All trash must be removed from the premises immediately following the event. No trash is to be left anywhere throughout the facility. Additional fees will be applied if any trash is remaining in the facility upon event completion.
- **ALCOHOL:** Affiliated chapters and societies of the USA NAA and non-University users may host functions at which alcoholic beverages are served, conditioned upon such service being provided by the University's Approved Food and Beverage Provider.
  - The USA National Alumni Association is released from any and all liability concerning the presentation, consumption, and/ or distribution of any alcoholic beverages.
  - For any event held at the MacQueen Alumni Center at which alcoholic beverages will be served, the University's exclusive catering services provider shall be used to serve all alcoholic beverages at said event.
  - All alcohol sold or distributed at the MacQueen Alumni Center must remain on the premises, likewise, no outside alcohol can be brought onto the premises.
  - Any event where alcohol will be served, will require security from USA Police (USAPD) (251.460.6312) which must be scheduled and paid for by facility renter directly with/to USAPD. The request form can be found at this [link](#).
- **SECURITY:** Any event with over 150 guests in attendance or where alcohol will be served will require security from USA Police (USAPD) (251.460.6312) which must be scheduled and paid for by facility renter directly with/to USAPD. The request form can be found at this [link](#).

- **PARKING:** Parking at the MAC is available to facility users at no cost on weekends and after 5 p.m. on weekdays; however, no parking space is guaranteed. For any questions regarding location and availability please contact [parkingservices@southalabama.edu](mailto:parkingservices@southalabama.edu).
- **DELIVERIES:** All rental deliveries must be coordinated through the MAC staff. All deliveries must be made at the back loading dock. The USA NAA cannot assume responsibility for items left by the caterer, rental company or facility user.
- **AV TECHNICIAN:** With the purchase of an AV package, a MAC staff member will be present to assist with system setup and ensuring equipment functionality with basic trouble shooting as needed. MAC staff are not responsible for operating or running the event program during the event.
- **DANCING:** If dancing is part of the event, a dance floor must be rented through the MAC staff. Carpeted or tile areas of the floor cannot be designated as a “dance floor” without proper dance floor in place.
- **LAYOUT:** Once confirmed, any necessary adjustments to the facility layout must be finalized at least two business days prior to the event start time. Please note that additional items are not guaranteed, and requests made after this deadline will be subject to availability.
- **DECORATIONS:** Props must be free standing, including signs. Nothing is to be attached to the walls or the ceiling without prior written approval. No posters or banners will be permitted on the MAC exterior or grounds without prior written approval from the USA NAA. No tacks, nails, tape or similar items may be used in the MAC. Glitter, “silly string”, rice, sprinkles and confetti are not allowed in the MAC. There may be no open flames (except as described in FIREPLACES section below) and all candles must be battery operated.
- **FURNITURE:** MAC furnishings may not be moved or rearranged. Any decorations or staging furniture should be coordinated through an external vendor.
- **PIANO:** In order to use the piano, prior arrangements must be made through the MAC staff. The USA NAA reserves the right to approve anyone who will be playing the piano. No food or drink may be placed on the piano at any time.
- **FIREPLACES:** The fireplaces, if used, must be set and attended by the building manager.
- **SMOKING:** The MAC and the University of South Alabama are tobacco-free environments. No tobacco products are permitted on campus. Vaping and e-cigarettes are also prohibited.
- **CHILDREN:** Children are welcome to the MAC but must be under the supervision of a responsible adult at all times. All event attendees, including children, must stay within the designated area of the event and associated restrooms unless special arrangements have been made.
- **ANIMALS:** Animals are not allowed inside the MAC, except as required by law.
- **CURFEW:** Per University policy, all events at the MAC must be concluded by 11:00 p.m. Organizers and clean-up crews are permitted to stay until 12:00 a.m. to complete their duties, please ensure all guests have vacated the facility before leaving.
- **DIGITAL RELEASE:** The facility renter grants the USA NAA irrevocable permission to capture and use photographs or recordings of the event for marketing, website, and promotional purposes without compensation or prior approval. By signing, the Renter waives all claims to privacy or liability regarding the publication of these digital assets and confirms they have the authority to grant this consent for all participants.
- **LIABILITY:** Each facility renter shall indemnify and hold harmless the USA National Alumni Association, the University of South Alabama, and their respective agents and employees against any and all damages, claims, and liabilities arising out of its use of the MacQueen Alumni Center, including, without limitation, any and all claims for injury or death to persons from any source, or damage, or loss of personal property.

- **DAMAGES:** The facility renter is responsible for the payment of any damages to or loss of the MAC's property, including but not limited to damage that may occur to floors, walls, and fixtures caused by movement of tables, chairs or equipment, if such occurred as a result of the event, including during preparations or cleanup. The facility renter further agrees to pay any and all costs of repair of damage to the facility caused by itself or its vendors, guests, or invitees, or occurring during its vendors, guests, or invitees use of the facility pursuant to this agreement. If any extra labor, cleanup, equipment, etc. are added to the scope of this agreement the facility renter agrees to pay for such items at a rate determined and set forth by the USA NAA.
- **FORCE MAJUERE:** Facility users shall be excused from liability for the failure or delay in performance of any obligation under this Agreement by reason of any event beyond such party's reasonable control, including but not limited to, Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, any strike or labor disturbance. Such excuse from liability shall be effective only to the extent and duration of the event(s) causing the failure or delay in performance and provided that the party has not caused such event(s) to occur.
- **PAYMENT:** Acceptable forms of payment include Visa, MasterCard, Discover, American Express, checks, and cash. Checks must be made payable to USA National Alumni Association. Final payment is due fourteen (14) days prior to the event. Access to the facility is contingent upon receipt of final payment.
- **CANCELLATION FEES:** Any scheduled event that is cancelled within ten (10) days of the booked event will incur a cancellation fee of \$100, in addition to forfeit of the deposit. If the event is cancelled within 5 days of the booked event the cancellation fee will be one-half of the remaining balance of the rental fee plus any additional costs incurred, i.e. security, etc. and forfeit of the deposit.
- **COMPLIANCE:** The USA NAA reserves the right to deny use or continued use of its facilities to any person or organization not complying with the MAC's policies and procedures.

**\*SPECIAL NOTE:** The USA NAA offices operate on the University of South Alabama calendar relative to its holiday and campus closure schedules, which are set annually by the University, as well as closings due to inclement weather and other unforeseen events. The MacQueen Alumni Center may or may not be available when the University is closed.

I, \_\_\_\_\_ acknowledge that I have read, understand, and agree to comply  
(Print Full Name)

with all Rental Policies and Procedures provided above by the MacQueen Alumni Center.

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Signature

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Date