



Buchanan Alumni House Event Policy

NAME OF EVENT: _____

DATE OF EVENT: _____

1. **RESERVING SPACE IN BUCHANAN**

All events must be booked with the Buchanan Alumni House Manager. Any changes to the event once booked (number of attendees, start or end time of event, food needs, room setup needs, etc.) must be relayed through email or phone message to the house manager.

Initial _____

2. **FOOD & BEVERAGES and LINENS FOR EVENTS**

All food and beverages must be ordered through UMaine Catering. Copies of any food and/or beverage orders need to be given to the Buchanan Alumni House Manager prior to the start of the event. This step will help ensure that all of your event needs are properly provided for.

All tables being used require a linen cloth on them. These must be ordered in advance of the event. The house manager will order them and the fee for them will appear on your invoice from UMaine Catering.

Initial _____

3. **FEES TO USE BUCHANAN**

There are fees associated with the use of Buchanan Alumni House. These fees should be agreed upon prior to the confirmation of the event. Should your event run longer than anticipated, these fees may need to be adjusted.

Initial _____

4. **DAMAGES TO BUCHANAN**

To maintain the quality and integrity of Buchanan Alumni House, the owners retain the right to assess charges for spot cleaning, stolen property or for repairs based on damage beyond routine wear directly attributable to the renter at replacement cost plus 15%.

Initial _____

5. **INCLEMENT WEATHER CLOSING**

Buchanan Alumni House will follow the inclement weather policies of the University of Maine. If the University declares a delay, early closure, or cancellation on a given day due to weather, all events at Buchanan Alumni House will be canceled. Please call 581-7669 (581-SNOW) to verify status.

Initial _____

6. **COVID POLICY**

Upon entering Buchanan Alumni House, everyone must wear a face mask at all times unless actively eating or drinking. Please ensure that all event attendees understand and comply with this policy. Event Coordinator and attendees knowingly waive any legal claim or civil action they might have that could arise out of this policy and attendance at this event.

Initial _____

Event Coordinator Printed Name

Event Coordinator Signature

Date