



# 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.

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## 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.

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## 3. DECORATING IN BUCHANAN ALUMNI HOUSE

All plans for decorating must be run by the House Manager. As a general rule, nothing is permitted to be stuck into any surface and anything that is adhered to any surface must use painter's tape. No glitter or confetti is permitted in Buchanan Alumni House.

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## 4. 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.

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## 5. 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%.

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## 6. 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.

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## 7. COVID-19 POLICY

We currently do not have any COVID-19 restrictions. Guests are welcome to go without a mask or to wear one. Please, do what makes you comfortable. Should you want to wear a mask and you do not have one, our reception staff person will provide you with one.

*Initial* \_\_\_\_\_

\_\_\_\_\_  
Event Coordinator Printed Name

\_\_\_\_\_  
Event Coordinator Signature

\_\_\_\_\_  
Date