Guidelines for the Use of the University Club

1. The University Club may be rented for special occasions and receptions. This is a non-transferable right. The renter may not act as an agent for a third party and the renter must be present for the duration of the rental.

2. The Club is available for rental Monday through Thursday, and Fridays or weekends at the discretion of the Club Board. Rental may begin at 3:00 pm for set-up and as early as 3:30 for the beginning of the reception. The Room may be rented as late as Fogler Library is open on that given date.

3. The University Club can be booked through the UClub Manager (581-1655 or universityclub@maine.edu). The UClub Mgr has the authority to book the Club within the prescribed guidelines, and may choose to refer any extraordinary requests to the Club Officers for approval.

4. Rental fees:
   a. For MEMBERS of the University Club: $50.00 per three (3) hour increments
   b. For NON-MEMBERS: $125.00 per three (3) hour increments

5. All food and/or beverage catering must be privately arranged by the renter with the University of Maine catering service (581-4718) or with a caterer of the renter’s choice. Please confirm your catering arrangements with Jennifer Chiarell.

   FOOD IS NOT ALLOWED OUTSIDE THE UNIVERSITY CLUB

6. The renter is responsible for any property damage done to the Lynch room or its furnishings. Furniture should be moved as little as possible and should be returned to its original state. Rugs and the piano may not be moved. THE RENTER BEARS THE FINAL RESPONSIBILITY FOR THE CONDITION OF THE ROOM AND FURNISHINGS

   The renter and the caterer are responsible for cleaning up and returning the Lynch Room to order at the end of the rental period.

7. The University Club has seating for fifty-two (52) guests, four (4) large round tables which provide seating for six (6), and seven (7) smaller round tables which provide seating for four (4).

8. Wireless Internet access is available in the Lynch Room. If you require a screen for presentations, please contact Audio Visual Services, 581-2500, and they will deliver to the Lynch Room. It is not the responsibility of the Club Manager or other staff to provide or monitor the delivery of extra resources needed by the renter.
9. The University Club is in conformity with the general no smoking policy for all campus buildings. The renter is responsible for the enforcement of this policy.

Please read and sign these guidelines. Return the signed form along with payment (IDO or check made out to the University of Maine), to the UClub Manager, Fogler Library. Signed guidelines and IDO payment may be faxed: 581-1594 or emailed: universityclub@maine.edu

FEE: $ ____________

☐ I understand the terms of rental and will be responsible for conformity with all the above guidelines.

Date and Time of Rental: DATE: _____________ TIME: _____________

Reason for the Rental: EVENT NAME: __________________________________________

Number of guests expected: ________________ Will this event be catered: Y N

Renter’s Name: ___________________________ (Contact Person:_________________)

Phone Number: _________________________ Email: ____________________________

University Department: ______________________________________________________

Renter’s Signature:________________________________ Date:____________

OFFICE USE ONLY

Received by________________________________ Date:__________________

Recorded in the University Club Calendar:____________________________________