# Curris Center General Policies

The Curris Center was designed to be a service facility constructed to promote learning outside of the classroom environment and to meet a large portion of the leisure, recreational, conference, and meeting needs of the campus and Purchase region.

**CATERING** – *All food prepared and/or sold in the Curris Center will be provided by the University Dining Services, unless otherwise authorized by the Dining Services Director. To obtain a food waiver, please contact the Catering Office at 270-809-2746.*

**SMOKING** – The Curris Center is a non-smoking facility.

**DAMAGE** – Any person damaging fixtures, equipment, or any other property of the Curris Center shall be charged the cost of repair and replacement as established by the procurement department of Murray State University.

**DECORATIONS** – The **ONLY** adhesive agent that may be used on walls throughout the building is **masking tape**. No tape may be used on painted surfaces or windows. Nails, tacks, staples, or other such devices are not to be used anywhere in the Curris Center, except on bulletin boards and burlap sections of the Banquet Room walls. Electrical outlets shall not be overloaded in any room. Whenever possible, display materials should be of a non-flammable nature. **NO candles, glitter or confetti, please!** All decorations and/or displays are to be removed as arranged with the Curris Center office; otherwise, they will be discarded.

**DISTRIBUTION OF LITERATURE** - Any literature that is to be distributed in the Curris Center must be distributed either from an assigned building area or from a table that will be staffed by members of the organization sponsoring the distribution.

**ALCOHOLIC BEVERAGES** – Alcoholic beverages are prohibited on the campus of Murray State University.

**POSTED MATERIAL** – Posting of all materials in the Curris Center will be under the supervision of the Curris Center Director. Authorization of posted material shall be controlled by the current guidelines regarding location, size, and duration of announcements. No materials should be posted on windows.

**SCHEDULING** – Deadline for room reservations is 24 hours preceding the event. Special room arrangements should be made at least one week in advance. **Groups failing to cancel reservations 48 hours in advance may be charged for requested services or denied future use of the facilities.** The Curris Center Scheduling Office phone number is 270-809-6985.

**TECHNOLOGY** - Any group utilizing technology in the Curris Center should arrive at least one-half hour prior to their event so that our staff will have ample opportunity to assure that all equipment is working properly.

*The Curris Center can serve each group only to the extent of the information that is supplied to the Curris Center. Please be accurate and complete in requesting room reservations and set-ups. Do not expect that last minute changes or additions can always be accommodated.*

*Thank you for your patronage.*

## Classification

The order of classification of requesting groups will be determined by the University. The order of classification to be followed in scheduling facilities is listed below: (Note: While the classification system is intended to assist the University in establishing fees and charges, it is not intended to be a measure of priority of use.)

A. Academic departments, administrative departments, and registered student organizations scheduling facilities for non-revenue producing programs (except grant programs that are funded for facility expense.)

B Academic departments, administrative departments, and registered student organizations scheduling facilities for university sponsored, revenue producing programs. Request must be approved by appropriate dean, vice-president, department chair, director, or organization advisor.

C. University faculty, staff or students scheduling facilities for non-university sponsored programs.

D. Non-university groups requesting facilities for non-revenue producing programs.

E. Non-university groups requesting facilities for revenue producing programs.

## Curris Center Cancellation Policy (Pertains to Groups in Categories D & E)

Curris Center facilities may be reserved up to one year to-the-date in advance. Groups failing to cancel reservations in accordance to the following timetable will be assessed the following fees:

Cancellation prior to 6 months before the event, no penalty.
Cancellation 3months to 6 months prior to the event will be charged ¼ of the rental fee.
Cancellation 1 month to 3 months prior to the event will be charged ½ of the rental fee.
Cancellation within 1 month of the scheduled event will be charged the full rental fee.

## Curris Center Deposit (Pertains to Groups in Categories D & E)

The Curris Center will charge a non-refundable deposit of ¼ of the rental fee for spaces reserved which shall be due 30 days after a reservation is taken. If this deposit is not received within 30 days, the reservation will be cancelled.

## No-Show Policy (Pertains to Groups in Category A)

A “no-show” occurs when a person or group reserves a space but neither uses it or cancels it. To discourage this practice, the Curris Center has adopted the following No-Show Fees:

| | |
|---|---|
| Meeting rooms | $25 no-show fee |
| Theater | $75 no-show fee |
| Small Ballroom | $50 no-show fee |
| Large Ballroom | $75 no-show fee |
| Grand Ballroom | $125 no-show fee |

**Curris Center Facilities & Rates**

| Room | Set-up | Capacity | Description | Pricing per Category A | B,C | D | E |
|---|---|---|---|---|---|---|---|
| Barkley | Fixed, Tiered | 96 | Tiered, lecture-style room | n/c | $ 45.00 | $ 70.00 | $ 90.00 |
| Tennessee | Fixed, Conference | 14 | Conference room with board table | n/c | $ 40.00 | $ 60.00 | $ 80.00 |
| Ohio | Standard<br>Banquet<br>Audience<br>Classroom | 30<br>30<br>40<br>30 | Tables & chairs, modified u-shape<br>Tables & chairs<br>Chairs in rows<br>Tables with chairs on one side | n/c | $ 40.00 | $ 60.00 | $ 80.00 |
| Mississippi | Standard<br>Banquet<br>Audience<br>Classroom | 32<br>50<br>50<br>40 | Tables & chairs, modified u-shape<br>Tables & chairs<br>Chairs in rows<br>Tables with chairs on one side | n/c | $ 40.00 | $ 60.00 | $ 80.00 |
| Cumberland | Standard<br>Audience<br>Classroom | 18<br>30<br>24 | Tables & chairs, u-shaped<br>Chairs in rows<br>Tables with chairs on one side | n/c | $ 40.00 | $ 60.00 | $ 80.00 |
| Theater | Fixed, Tiered | 325 | Fixed theater seating | n/c | $ 150.00 | $ 225.00 | $ 300.00 |
| Banquet 1<br>(Small Ballroom) | Audience<br>Banquet | 250<br>125 | Chairs in rows<br>Banquet tables seating 6 | n/c | $ 75.00 | $ 125.00 | $ 150.00 |
| Banquet 2<br>(Large Ballroom) | Audience<br>Banquet | 550<br>300 | Chairs in rows<br>Banquet tables seating 6 | n/c | $ 150.00 | $ 225.00 | $ 300.00 |
| Banquet 1 & 2<br>(Grand Ballroom) | Audience<br>Banquet | 900<br>800 | Chairs in rows<br>Banquet tables seating 6 | n/c | $ 225.00 | $ 325.00 | $ 450.00 |
| Stables | Audience<br>Banquet | 100<br>75 | Chairs in rows<br>Banquet tables seating 6 | n/c | $ 50.00 | $ 75.00 | $ 100.00 |
| Dance Lounge | Audience<br>Banquet | 100<br>75 | Chairs in rows<br>Banquet tables seating 6 | n/c | $ 50.00 | $ 75.00 | $ 100.00 |
| All guest room rates will be $30 / night based on single occupancy. An additional $5 / night will be assessed for each additional guest. | | | | | | | |

Rate changes are effective as of July 1, 2010.