MSU ARBORETUM AGREEMENT

Mission Statement:

The Arboretum at Murray State University observes and respects nature, encourages human interaction with the natural environment, promotes and engages in horticulture and environmental research, conservation and education.

HOURS OF OPERATION: MSU Greenhouse Facilities: M-F University Schedule

Arboretum: Daily, Dawn till Dusk

This agreement is entered into this	_ day of, 2	20 <i>,</i> by and be	tween the M	1urray State
University Arboretum and		for the use	of the Arbor	etum and
Education Pavilion Facilities on	, 20	(Date) from	to	for an
activity or event. Approximately _	(numbe	r) individuals will	be in attend	dance.

Fees:

Events (Limit up to 75 people): A fee of \$200.00 check or cash only will be charged for the use of The Arboretum and Education Pavilion. The first \$100.00 (non-refundable) will be due at the time of reservation. The additional \$100.00 will be due at the time this agreement is signed. Wedding rehearsals must be pre-approved and not conflict with other Arboretum activities. Friends of the Arboretum Sponsor/Club/Organization members receive 20% off one rental per year. All Society level members receive one free rental per year.

Tent(s): tents can be rented through Murray State University Facilities Department. A separate form must be signed for tent rental. The University charges a Fee of \$ 200.00 plus \$100.00 deposit for the use and setup of a university tent. Additional tables and chairs are available at \$3 per table and \$.50 per chair. In the event that the user wishes to have a tent, it may only be placed in area(s) Pre-approved by the Arboretum Director.

Guidelines and Rules:

Arboretum: will be open to the general public during the hours noted above. There is a 4 hour maximum time limit for your event at the Arboretum. The setup/event/cleanup must be conducted within this period. The user cannot close any part of the Arboretum and/or parking lot for their event.

Parking: to protect roots and trunks of trees and shrubs; to protect soils from compaction and ruts; to protect herbaceous plants and grasses.... Driving of Vehicles anywhere other than the entrance drive and parking lot is strictly prohibited. If more than 50 cars are anticipated, arrangements for overflow parking should be made with the Arboretum Director.

- ❖ Any permanent alteration or renovation of the Arboretum is prohibited
- ❖ User will be responsible for the safekeeping of plant materials, grounds, grass, buildings and all other facilities at the Arboretum. There is to be no use of confetti, paper, bird seed, plastic or similar materials that could affect the natural beauty of the space. If balloons are used they should not be tied to any tree and/or shrub. It is the user's responsibility to remove such items.
- The cutting or removal of any plant part is not permitted. Nails, staples or wires should not be attached to trees or shrubs. Your understanding and cooperation will help ensure protection of the Arboretum's fragile natural resources.
- ❖ User agrees to pay for any and all damage to The Arboretum as a result of the event described above. In the event of damage by the user, Murray State University Facilities Management and/or MSU School of Agriculture will repair The Arboretum and the User shall pay all costs for such repair within 24 hours of receipt of the invoice. A penalty of \$10/day will be assessed for any late payment.
- The possession of alcoholic beverages is strictly prohibited by state law.
- ❖ It is the user's responsibility to make sure there is someone in charge to make his or her guests/participants aware and compliant with the rules and regulations of the Arboretum.
- ❖ User indemnifies and holds harmless the University, its trustees, officers, employees, agents and assigns from any and all legal action that may take place as a result of the use of The Arboretum whether by the User or User's guests.
- The Director of the Arboretum is authorized to reject any application that he/she regards as not being suitable for or in keeping with the mission of the Arboretum
- ❖ Your date may be rescheduled, If possible, but there is a NO REFUND policy.

Education Pavilion

The User is responsible for leaving the Education Pavilion in the condition it was found.

- ❖ The Arboretum is always open for visitors. Please be considerate of noise levels and behavior in the Education Pavilion.
- The user is responsible for all personal belongings.
- ❖ All children under age 18 must be supervised by adults.
- All persons using the Education Pavilion should be properly clothed including shirts and shoes.
- Smoking is not permitted.
- ❖ Dogs are permitted under the condition that they stay on a leash and must be cleaned up after.
- Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact Sabrina Y. Dial, Director of Equal Opportunity, Murray State University, 103 Wells Hall, Murray, KY 42071-3318. Telephone: 270-809-3155 (voice), 270-809-3361 (TDD).
- ❖ Barbeque grills are permitted. All ashes should be properly disposed of, extinguished and placed in the dumpster.
- ❖ Kitchen and bathroom facilities are provided and must be left clean.
- Trash can and bags will be provided. The User is responsible for placing all trash and bags in the dumpster.
- Tables and chair usage and setup available upon request. A \$50.00 additional charge for setup/breakdown for weekends or University holidays.
- ❖ Tables and chairs available 60 chairs, 8 large round tables, 4 long tables and 4 head tables.

I have received and reviewed the rules and agree to the above conditions

Cell: (270)978-7988

x	Date:
(Lessee)	
x	Date:
(Arboretum Personnel)	
Contact information:	
Heather Blankenship -Horticulturist	Dr. Patrick Neal Williams, HTM
Director of Arboretum/Greenhouse Mgr.	Pullen Farm Operations Mgr.
MSU Pullen Farm	Department of Agricultural Science
300 Hickory Street	Murray State University
Murray, KY 42071	Murray, KY 42071-3345
Office: (270)767-0467	Office: (270)809-7056

Fax: (270)809-3441

The Arboretum at Murray State University Reservation Form

Name:			
Address:			
Name of Organization:			
Type of program: (circle one) Meetin	g Event Class Other		
Date Requested:			
Time:			
If not during MSU Greenhouse hours	(M-F, 8:00-5:00) what time do you need in?		
	Many?		
Signature of person making requ	uest:		
Reservation confirmed:			
Office Use Only:			
Date confirmed:	Charge:		
Copy Sent:	Contract Signed:		