

**MURRAY STATE UNIVERSITY FOUNDATION, INC.
POLICY**

SUBJECT: Use of Miller Memorial Golf Course Clubhouse & Pavilion

DATE: October 2, 1998

PURPOSE

The following procedures shall be followed for the use of Miller Memorial Golf Course clubhouse and pavilion.

PROCEDURES

USE - The clubhouse and pavilion are intended to be used for the benefit of members of the Miller Memorial Golf Course; the Murray State University Foundation, Inc. (Foundation); the Murray State University (University) governing board, departments, staff, faculty, and students; and groups and individuals not affiliated with the University. Any group or individual occupying the clubhouse and pavilion shall adhere to the policies governing the use and operation of the clubhouse and pavilion and all laws of the Commonwealth of Kentucky applying to the use of property owned and operated by the Foundation.

FACILITY RESERVATION - Scheduling of events to be held in the clubhouse and pavilion shall be supervised by an employee of Miller Memorial Golf Course to be designated by the Director of Golf of Miller Memorial Golf Course. Events shall be scheduled on a first-come, first-served basis.

DAMAGE - Any person or group damaging fixtures, equipment, or any property of the clubhouse and pavilion shall be charged the cost of repair and replacement of the damaged property. Groups and individuals identified in Schedule B and Schedule C of the Fee Schedule shall be required to deposit a refundable damage fee prior to using the facility. (See Fee Schedule)

DECORATIONS AND ALTERATIONS - Any rearrangement, removal, or addition of furniture or other objects located in the clubhouse and pavilion must be authorized by the supervisor of the facility. The only adhesive substances that may be used throughout the clubhouse and pavilion is masking tape and no adhesive substances may be used on painted surfaces. All decorations must be removed by the group or individual using the clubhouse and pavilion, or a penalty fee will be levied. (See Fee Schedule)

FEE SCHEDULE

SCHEDULE A - No rental fee will be charged for use of the clubhouse and pavilion by the following:

1. The Murray State University Foundation
2. The Murray State University Board of Regents
3. Office of the President or Vice Presidents

However, any costs that are charged to Miller Memorial Golf Course by the University such as transportation and set-up of tables and chairs or other additional maintenance must be absorbed by the party using the clubhouse and pavilion.

Arrangements for payment of damages resulting from use by one of the above groups will be made through agreement with the Director of Golf of Miller Memorial Golf Course.

SCHEDULE B - A rental fee of \$100.00 will be charged for use of the clubhouse and pavilion by the following:

1. Colleges, departments, or units of the University.
2. Officially recognized faculty or staff organizations affiliated with the University.
3. Officially recognized student organizations affiliated with the University.

The rental fee shall be charged to the unit or organization for each day or portion thereof that the clubhouse and pavilion are in use or otherwise occupied.

SCHEDULE C - A rental fee of \$150.00 will be charged for use of the clubhouse and pavilion by the following:

1. Faculty and staff organizations not officially recognized by the University.
2. Student organizations not officially recognized by the University.
3. Civic, fraternal, social organizations, or other groups not directly affiliated with the University.
4. Individuals.

The rental fee shall be charged to the individual or organization for each day or portion thereof that the clubhouse and pavilion are in use or otherwise occupied.

The above groups and individuals identified in Schedule B and C shall be charged a \$50.00 damage deposit fee, payable 72 hours prior to the date of the scheduled event. In addition to the rental fee, and damage deposit fee, any other costs that are charged to Miller Memorial Golf Course by the University such as transportation and set-up of tables and chairs or other additional maintenance must be absorbed by the party using the

clubhouse. The rental fee and the University charges are also due at this time. The damage deposit shall be refunded to the payor in part or full within two weeks after the scheduled event. Arrangements for payment of additional damages shall be made by agreement with the Director of Golf of Miller Memorial Golf Course.

The damage deposit, rental fee, and University costs must be paid to Miller Memorial Golf Course 72 hours prior to the date of the scheduled event.

A penalty may be levied against individuals or organizations who neglect to remove decorations or fail to return the clubhouse to its original condition. The penalty shall be determined in part upon the cost to the Miller Memorial Golf Course for necessary maintenance.

Revised: October 21, 2005
September 15, 2014