



## Arboretum Rental Guidelines & 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: Monday – Friday, Murray State University Schedule  
The Arboretum: Daily, Dawn till Dusk

### Location:

| <i>Office Location/ mailing address</i>                        | <i>Physical Location</i>  |
|--|---|
| Office of Development<br>200 Heritage Hall<br>Murray, KY 42071 | The Arboretum at Murray State University<br>300 Hickory Drive<br>Murray, KY 42071 |

To make reservations: 270-767-0467\* or [msu.arboretum@murraystate.edu](mailto:msu.arboretum@murraystate.edu)

\*Please leave a detailed message and a phone number if no one is available to take your call.

### Contact Information:

|   |  |  |
|---|--|--|
| Mrs. Dava Hayden<br>Arboretum Manager<br>Office: (270) 767-0467<br><a href="mailto:dhayden6@murraystate.edu">dhayden6@murraystate.edu</a> | Mrs. Abby Hensley<br>Director of Development<br>Office: (270) 809-3131<br><a href="mailto:ahensley2@murraystate.edu">ahensley2@murraystate.edu</a> | Dr. Tony Brannon<br>Dean, Hutson School of Agriculture<br>Office: (270) 809-6923<br><a href="mailto:tbrannon@murraystate.edu">tbrannon@murraystate.edu</a> |
|---|--|--|

\*An afterhours phone number is available upon request.

### Guidelines and Rules:

- All events must be scheduled two weeks in advance of event date and are arranged on a first come first serve basis. Dates are subject to approval by the Dean of the Hutson School of Agriculture.
- Hutson School of Agriculture events take precedence over any outside activities; in the case of a conflict a full refund will be made. If event is canceled by lessee, no refund will be issued.
- The maximum time limit for your event at The Arboretum includes setup-event-cleanup.
- The lessee cannot close any part of The Arboretum and/or parking lot for their event. Certain areas may be reserved depending on rental package agreement.
- At no time are lessee or general public vehicles allowed on any of the walkway paths.
- The manager of The Arboretum is authorized to reject an application that he/she regards as not being suitable for or in keeping with the mission of The Arboretum.
- The lessee is responsible for leaving the Education Pavilion or any space used for event in the condition it was found.
- Trash cans and bags will be provided. The lessee is responsible for placing all trash bags in the dumpster located in the main parking lot area.
- The consumption of alcoholic beverages is strictly prohibited.
- Dogs are permitted under the condition that they stay on a leash and must be cleaned up after.
- Any alteration or renovation of The Arboretum is prohibited. The lessee will be responsible for the safekeeping of plant materials, grounds, grass, buildings and all other facilities at The Arboretum.

- The use of confetti, paper, birdseed, plastic or similar materials that could affect the natural beauty of the space is prohibited. If balloons are used they should not be tied to any tree and/or shrub. It is the lessee's responsibility to remove balloons.
- The cutting or removal of any plant part is prohibited. Nails, staples, strings, ropes, 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.
- Lessee agrees to pay for any and all damage to The Arboretum as a result of the event being held. In the event of damage by the lessee, Murray State University Facilities Management and/or Hutson School of Agriculture will repair The Arboretum and the lessee 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.
- It is the lessee's responsibility that their guests are aware and compliant with the guidelines and rules of The Arboretum.
- Lessee 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 user of The Arboretum whether by the lessee or lessee's guests.
- Please be considerate of noise levels and behavior.
- The lessee is responsible for all personal belongings.
- All children under age 18 must be supervised by adults.
- Per Murray State policy no personal tobacco usage allowed.
- Barbeque grills are permitted. All fires/flames should be properly extinguished and ashes disposed.
- Kitchen and bathroom facilities are provided and must be left clean.

### **Rental Package Options: All rentals include use of the large Education Pavilion**

#### *Small Event Package*

- Free to Friends of The Arboretum Members, \$50.00 to non-members
- Limited to four (4) hours – including setup and cleanup
- Access to The Arboretum table and chairs
- No setup or cleanup assistance from the Arboretum staff
- Limited to 60 people

#### *Large Event Package*

- \$150.00 to Friends of The Arboretum Members, \$200.00 to non-members
- Limited to six (6) hours – including setup and cleanup
- Access to The Arboretum table and chairs
- No assistance from The Arboretum Staff
- Limited to 100 people

#### *Wedding package*

- \$300.00 to Friends of The Arboretum Members, \$350.00 to non-members
- Your photographer must be a Friend of The Arboretum in order to take photos. Please ask about photographer memberships
- Selected area(s) reserved for entire day of event and 4:00 P.M. till dusk the day before event
- Access to The Arboretum tables and chairs
- No assistance from The Arboretum Staff
- Limited to 100 people – flexible depending on location

#### *Additional Areas Available to Rent*

- |                          |                   |
|--------------------------|-------------------|
| - Mountain and Pond Area | - Small Pavilions |
| - \$200.00               | - \$50.00         |

- All Hutson School of Agriculture Organizations will be exempt from rental fees.
- All Murray State University student organizations, beyond the Hutson School of Agriculture, will be charged the appropriate rental fee.
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- The Arboretum at Murray State University will not be held liable for property left unattended. This includes but is not limited to decorations, tables and chairs.

**Tent(s):**

Tents may be rented through Murray State University Facilities Management Department (depending upon availability). 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. In the event that the user wishes to have a tent it may only be placed in area(s) pre-approved by The Arboretum manager. You may call (270) 809-4293 to rent a University tent for your event.

**Tables and Chairs:**

|                         |                        |
|-------------------------|------------------------|
| <u>62 Chairs Total</u>  | <u>13 Tables Total</u> |
| 12 white plastic chairs | 8 – 5 ft. round tables |
| 50 metal chairs         | 2 – 8 ft. long tables  |
|                         | 3 – 6 ft. long tables  |

Additional tables and chairs are available at \$3.00 per table and \$.50 per chair through Facilities Management depending upon availability. Call (270) 809-4293 to reserve additional tables and chairs.

**Parking:**

Driving of vehicles anywhere other than the Hickory Drive entrance and parking lot is strictly prohibited. If more than 50 cars are anticipated, arrangements for overflow parking should be made with The Arboretum manager.

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, disability in employment, admission or the provision of services and provides, upon request, reasonable accommodations including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information contact the Executive Director of Institutional Diversity, Equity, and Access, Murray State University, 103 Wells Hall, Murray, KY 42071. Telephone: (270) 809-3155 (voice), (270) 809-3361 (TDD).

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

X \_\_\_\_\_ Date: \_\_\_\_\_  
 (Lessee)

X \_\_\_\_\_ Date: \_\_\_\_\_  
 (Arboretum/Farm manager)



# Rental Agreement

Date Requested\*: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Package: (circle one)                      Small                      Large                      Wedding

Location(s) to be used within The Arboretum:

\_\_\_\_\_ Large Pavilion    \_\_\_\_\_ Mountain & Pond Area    \_\_\_\_\_ Small Pavilion

Total number of Guests: \_\_\_\_\_                      Setup Time (apprx. 1 hour before event): \_\_\_\_\_

Start and End time of Event: \_\_\_\_\_

*Reminder: Lessee is responsible for all set up and clean up*

Signature of Lessee: \_\_\_\_\_

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*Are you a Friend of the Arboretum? If not, ask how you can join when you schedule your event!*

**Checks must be made payable to MSU Foundation.**  
**All rental fees must be paid at the time the rental agreement is submitted.**

|                       |                        |
|-----------------------|------------------------|
| Office Use Only:      |                        |
| Date Confirmed: _____ | Charge: _____          |
| Copy Sent: _____      | Contract Signed: _____ |