



# 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:**

The Arboretum: Daily, Dawn until Dusk

MSU Greenhouse Facilities: Murray State University Schedule (Monday – Friday)

### **Location:**

#### ***Physical Location***

The Arboretum at Murray State University  
300 Hickory Drive  
Murray, KY 42071

### **Contact Information:**

***Phone:*** (270) 809-3841

***Email:*** msu.arboretum@murraystate.edu

***Website:*** murraystate.edu – search “arboretum”

You will find an interactive calendar, rental information, and the ability to join as Friend of the Arboretum

Mrs. Dava Hayden  
Arboretum Manager  
Pullen Farm Office  
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Mr. Jonah Brannon  
Assistant Manager  
Pullen Farm Office  
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Mrs. Abby Hensley  
Director of Development  
Heritage Hall  
Office: (270) 809-3131  
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\*An afterhours phone number is available upon request.

Follow The Arboretum on Social Media



The Arboretum at Murray State



[murraystate\\_arboretum](https://www.instagram.com/murraystate_arboretum)



[@Racer\\_Arboretum](https://twitter.com/Racer_Arboretum)

### **Become a Friend of the Arboretum today!**

\$35 – General Membership

\$100 – Organization/Corporate Membership

\$1,000 – Pullen Society Membership

\$4,000 + – Hickory Society Membership

Join with an online gift at [www.murraystate.edu/giving](http://www.murraystate.edu/giving) - designation *Friends of the Arboretum*

Mail a check payable to **MSU Foundation** to  
Office of Development, 200 Heritage Hall, Murray, KY 42071

## Event Reservation Information

- All rentals include the use of the large education pavilion, a small kitchenette, storage closet containing tables and chairs, and restrooms located under the pavilion.
- All reservations must be scheduled two weeks in advance of event date and are arranged on a first come first serve basis.
- Reservations are subject to approval by the Dean of the Hutson School of Agriculture.
- No setup or clean up assistance from the Arboretum staff.
- No refunds due to weather or renter canceling reservation.
- The large education pavilion is 30' x 60' and open on three sides and ceiling fans.

### ***Standard Event Package***

- Friends of the Arboretum will receive two (2) rentals at no charge with in the current membership year, July 1 – June 30
  - o any additional rentals will be \$50.00 within the membership year
- \$125.00 for those who are not Friends of the Arboretum
- Limited to four (4) hours – including setup and cleanup

### ***Wedding Event Package***

- \$500.00 to Friends of the Arboretum Members
- \$800.00 for non-Friends of the Arboretum
- 4 P.M. until dusk the day before event and until dusk the second day – including clean up

### **Tables and Chairs:**

#### 62 Chairs Total

- 12 white plastic chairs
- 50 metal chairs

#### 13 Tables Total

- 8 – 5 ft. round tables
- 2 – 8 ft. long tables
- 3 – 6 ft. long table

### **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).



# Event Rental Agreement

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

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

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

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

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

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

Package: (circle one)                      Standard Event                      Wedding Event

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: Renter is responsible for all set up and clean up*

Signature of Renter: \_\_\_\_\_

*\*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.*

***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: _____

## Guidelines and Rules:

- 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 renter, no refund will be issued.
- 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.**
- The maximum time limit for your event at The Arboretum includes setup-event-cleanup.
- The renter cannot close any part of The Arboretum and/or parking lot for their event. Certain areas may be reserved pending approval from staff.
- At no time are renters 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 renter is responsible for leaving the Education Pavilion or any space used for event in the condition it was found.
- 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.
- Trash cans and bags will be provided. The renter is responsible for placing all trash bags in the dumpster located in the main parking lot area.
- Any alteration or renovation of The Arboretum is prohibited. The renter 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 renter'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.
- Renter 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 renter, Murray State University Facilities Management and/or Hutson School of Agriculture will repair The Arboretum and the renter 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 renter's responsibility that their guests are aware and compliant with the guidelines and rules of The Arboretum.
- Renter 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.
- The consumption of alcoholic beverages is strictly prohibited.
- Per Murray State policy no personal tobacco usage allowed.
- Please be considerate of noise levels and behavior.
- All children under age 18 must be supervised by adults.
- Barbeque grills are permitted. All fires/flames should be properly extinguished and ashes disposed.

\_\_\_\_\_ Please initial indicating all Guidelines and Rules have been read and understood.