

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.

While we make every effort to ensure you have the room requested, please note that in order to accommodate organizations/departments with a greater number of participants, the Curris Center reserves the right to move your event to another space when necessary.

CATERING – All food prepared and/or sold in the Curris Center will be provided by Murray State University Catering, unless otherwise authorized. To obtain a food waiver, please contact the Catering Office at 270-809-2746. The catering policy and additional information can be found at:

<https://racerdining.sodexomyway.com/catering>.

SMOKING – The Curris Center, as well as all the Murray State campus, is a tobacco-free facility. Please refer to Murray State University's tobacco policy at: <http://murraystate.edu/tobacco/index.aspx>

DECORATIONS — **NO DISPLAYS SHOULD BE ATTACHED TO THE WALLS BY ANY MEANS.**

Tape, tacks, staples, or other such devices are NOT to be used anywhere in the Curris Center except on bulletin boards. 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.

ROOM SET UP – Set up details are due a minimum of one week prior to your event. However, if tables and chairs need to be moved once you arrive for your event, please contact Curris Center staff. **Please do NOT move tables and chairs.**

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.

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 48 hours preceding the event. Special room arrangements should be made at least one week in advance. The Curris Center Scheduling Office

phone number is 270-809-6985. **Groups failing to cancel reservations 48 hours in advance will be charged an insufficient cancellation fee or denied future use of the facilities.**

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. If you have need of assistance outside of the normal Curris Center office hours, please contact our Building Operations Personnel at 270-227-6939. The Curris Center does not supply clickers, Apple/Mac adapters, etc.

PARKING – Visitor and guest parking permits are free. To register vehicles and for additional information, please see:

<https://www.murraystate.edu/headermenu/Offices/police/ParkingServices/index.aspx>

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 be accommodated. Thank you for your patronage.

*If you are making this reservation on behalf of your student organization or department and will not be the event host, please make the event host aware of all terms and conditions.

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 reservation in accordance to the following timetable will be assessed the following fees:

Cancellation prior to 6 months before the event, no penalty.

Cancellation 3 months to 6 months prior to the event will be charged $\frac{1}{4}$ of the rental fee.

Cancellation 1 month to 3 months prior to the event will be charged $\frac{1}{2}$ 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 $\frac{1}{4}$ 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 nor cancels it. To discourage this practice, the Curris Center has adopted the following No-Show Fees:

No Show Policy (Pertains to Groups in Category A)

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

<u>Room</u>	<u>Set-up</u>	<u>Capacity</u>	<u>Description</u>	<u>Pricing per Category</u>			
				<u>A</u>	<u>B,C</u>	<u>D</u>	<u>E</u>
<u>Barkley</u>	Fixed, Tiered	96	Tiered, lecture-style room	n/c	\$ 45.00	\$ 70.00	\$ 90.00
<u>Tennessee</u>	Fixed, Conference	14	Conference room with board table	n/c	\$ 40.00	\$ 60.00	\$ 80.00
<u>Ohio</u>	Standard	30	Tables & chairs, modified u-shape	n/c	\$ 40.00	\$ 60.00	\$ 80.00
	Audience	40	Chairs in rows				
	Classroom	30	Tables with chairs on one side				
<u>Mississippi</u>	Standard	32	Tables & chairs, modified u-shape	n/c	\$ 40.00	\$ 60.00	\$ 80.00
	Audience	50	Chairs in rows				
	Classroom	40	Tables with chairs on one side				
<u>Cumberland</u>	Standard	16	Tables & chairs, u-shaped	n/c	\$ 40.00	\$ 60.00	\$ 80.00
	Audience	30	Chairs in rows				
	Classroom	24	Tables with chairs on one side				
<u>Theater</u>	Fixed, Tiered	325	Fixed theater seating	n/c	\$ 150.00	\$ 225.00	\$ 300.00
<u>Commonwealth Suite</u>	Fixed	32	Formal dining room	n/c	\$40.00	\$40.00	\$40.00
<u>Banquet 1</u> (Small Ballroom)	Audience	250	Chairs in rows	n/c	\$ 75.00	\$ 125.00	\$ 150.00
	Banquet	125	Banquet tables seating 6				
<u>Banquet 2</u> (Large Ballroom)	Audience	550	Chairs in rows	n/c	\$ 150.00	\$ 225.00	\$ 300.00
	Banquet	300	Banquet tables seating 6				
<u>Banquet 1 & 2</u> (Grand Ballroom)	Audience	900	Chairs in rows	n/c	\$ 225.00	\$ 325.00	\$ 450.00
	Banquet	800	Banquet tables seating 6				