

RENTAL POLICY

The Romeo B. Garrett Cultural Center Auditorium can be reserved for meetings and academic or social events. All events will be held on the first floor of the Garrett Cultural Center – **NO EXCEPTION.** Loitering is prohibited on the upper level of the Garrett Cultural Center, which houses the Office of Multicultural Student Services. Reminder drugs, alcohol and smoking are prohibited in and around the Garrett Cultural Center. The sound/music system may be used at anytime, but the volume must be moderated so that it will not disturb the students in the residence hall across from the Garrett Cultural Center.

No band concerts or performance activities will be booked at the Garrett Cultural Center. **NO EXCEPTIONS.**

1. All groups will be held responsible for the behavior of their guests.
2. After a meeting or event ends, the Garrett Cultural Center must be left clean and ready for the next group to use. Lessee must arrange chairs/tables and make sure the room is free of debris. All lights must be turned off. Garbage bags are to be thrown out in the dumpster located at the end of the sidewalk behind the building. It is mandatory that the facility is clean at all times.
3. In an effort to allow maximum use of the Garrett Cultural Center by a variety of groups, there will be a five-hour consecutive time limit on rentals. After any five-hour consecutive rental, a 48-hour waiting period must be observed prior to any additional hour rental to the same group.

4. The facility will be unlocked ½ hour prior to the event and locked ½ hour after the event is scheduled to end. If the doors are locked, please use the campus phone box located near the front entrance of the Garrett Cultural Center to call the campus police, 677-2000, to unlock the building.
5. For reservations, please contact the Office of Multicultural Student Services during the hours of 8:30 a.m. – 5:00 p.m., Monday through Friday. All contracts and security deposits must be finalized one week prior to the scheduled event; otherwise, the reservation will be automatically cancelled.
6. No Community Parties.
7. There is a \$30.00 charge for returned checks.

RESERVATION PRIORITY

1. Multicultural Student Services events
2. Student organizations and students
3. Staff, faculty and administration
4. Bradley University alumni/alumni organizations
5. Tri-County Peoria community

The Garrett Cultural Center can accommodate the following:

- 250 people standing
- 100 people seated
- 100 people tables with chairs

RESERVATION COSTS

- NO FEE for registered student organizations, however, student groups will be fined an \$80.00 fee, billed immediately after using the facility, if the Garrett Cultural Center is left unclean. All damages to the facility, which require additional cleaning and/or repairs will be assessed a fee based on the damages.
Failure to pay the fee will result in the denial of future reservation requests whether sponsors or cosponsors of the event.
- Community event fees are as follows:

0-2 hours	\$80.00
3-5 hours	\$135.00
Additional hours over 5	\$40.00

(Each hour)
Event must end at 10:30 p.m.
- Faculty fee is ½ the community fee. Long term reservation fee(s) may be prorated by the Director only.

A \$90.00 security deposit will be collected at the time of reservation from the community member using the Garrett Cultural Center. The deposit will be returned providing the facility is cleaned and undamaged. If the facility is found to be damaged, the group will be billed for the amount which exceeds the security deposit.

Revised August 22, 2009

