

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

LOWE HOUSE POLICY

Number 04.03.02

Division University Events

Date October, 2013

Purpose The purpose of this policy is to maintain the integrity of the Lowe House and to ensure that it be respected as the private residence of the president.

Policy The main floor of Lowe House is available by reservation to University groups for small dinners and receptions. Lowe House is not available to non-UAH groups and organizations or for wedding receptions; open houses; retirement, birthday, or anniversary parties; "roasts;" baby or wedding showers; bar or bat mitzvahs; or product home demonstration parties.

Making Reservations

There is no rental fee for UAH groups and organizations. However the sponsoring University organization will be billed for a \$100 cleaning fee. University employees may not use their employment status to make reservations for non-university groups. Reservations are managed through the University Events Office, whose decisions are final.

All reservations must be made in writing using a Lowe House reservation form. Reservations are not confirmed until a signed reservation request form is returned to the requestor. A verbal request or e-mail conversation does not guarantee a reservation. The Lowe House reservation request form is available by contacting the Events Office at 256-824-6802.

Because dates fill quickly, reservations should be made at least two months in advance whenever possible. Reservations will not be accepted later than 10 business days in advance of the function date due to catering and staffing deadlines.

Approval of a reservation does not constitute a commitment on the part of the University Events Office or the President's Office to pay for all or any part of the event. Requestors must be able to provide evidence of adequate funding prior to the event.

Approval of a reservation does not guarantee the participation of the University president or his or her spouse. Requests to have the participation of the president and/or his or her spouse should be noted on the Lowe House reservation form. Requestors will be notified as to whether or not the president and/or his or her spouse is available.

Catering

Sodexo, the University's food service provider, is the only caterer authorized to provide food and beverages at Lowe House. No other food or beverages may be brought in to the Lowe House.

The University Events Office will make all banquet and rental arrangements. The sponsoring group must provide proof of funding sources at least two weeks prior to the event.

Requestors are responsible for all event costs and any fees and penalties resulting from cancellation of an event including, but not limited to, catering, rentals, entertainment, floral and other décor, etc.

Alcoholic beverages are permissible at Lowe House subject to the laws of the State of Alabama. Arrangements for a bar or wine service must be made with Sodexo. All alcohol must be served by a trained bartender. Guests are not permitted to serve themselves alcohol or to depart the premises with open containers of alcoholic beverages. Sodexo and University personnel have the right to require identification and to refuse service to anyone.

Smoking and the use of other tobacco products is prohibited at Lowe House.

Furnishings and Decor

Lowe House is furnished with couches and occasional chairs. It has dinner seating for 12 in the dining room and for 18 in the foyer. These furnishings cannot be removed. The maximum capacity for a standing reception is 100 people.

Lowe House is furnished with art and other fine objects. These may not be removed or rearranged. No photos, posters, signs, or other decorative items may be attached to the walls or other surfaces, either inside or outdoors.

The Lowe House patio can be used with or without a rented tent. Use of a tent in the evening will necessitate the rental of lighting. The event sponsor is responsible for the cost of tent, tables, chairs, and lighting rentals, as well as for all associated costs.

Flowers and other table décor are permissible, but the responsibility for providing arrangements in appropriate containers belongs to the event hosts. Lowe House does not provide vases, flowers, or assistance in flower

arranging. Candles and appropriate containers must be supplied by the event hosts. Table cloths must be rented through the caterer.

The sponsoring organization is responsible for removing all materials, props, and rental items immediately following the event. Lowe House will not be available to store items for later pick-up unless by specific agreement at the time reservations are made. The University president and his or her spouse and the University Events Office are not responsible for items left behind, or for items lost, damaged or stolen.

Acoustic musicians such as soloists or quartets or other small groups are welcome at Lowe House. A piano is available. The sponsoring organization is responsible for the cost of piano tuning. Lowe House does not have a sound system.

Parking for Lowe House events is on neighborhood streets. There is no reserved parking, and no guarantees are made as to the availability of neighborhood parking places.

General Terms

The University Events Office manages the planning and staging of all functions at Lowe House and reserves the right to review, modify, and approve all arrangements.

Event organizers and hosts will have access to Lowe House two hours prior to the announced starting time. Group representatives are required to be present one-half hour before the event starting time to review final details and to greet guests upon arrival.

All organizations agree to pay a \$250 excessive clean-up fee if furniture or other furnishings, hardwood floors, or carpets require cleaning or repair from spills or other accidents. The event sponsors agree that enforcement of this fee is at the sole discretion of the University Events Office.

Events hosted by the president and/or the University Events Office have priority over other reservation requests.

The University Events Office reserves the right to cancel or alter reservations.

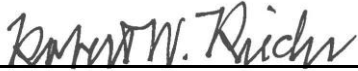
All reservations are subject to cancellation or revision by the University president or his or her designee.

Disputes will be mediated by the University Events Office and/or the University Office of Counsel.


Review

The Vice President for University Advancement is responsible for the review of this policy every five years (or whenever circumstances require).

Approval



Chief University Counsel



Vice President for University Advancement

APPROVED:



President