

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

LOWE HOUSE POLICY

Number 08.02.02

Division University Events - Office of Strategic Communications

Date October, 2013; Reviewed/Revised January 19, 2024

Purpose To maintain the integrity of Lowe House and to ensure that it is respected as the private residence of the president.

Policy The main floor of Lowe House is available by reservation to registered student organizations and approved University event planners for small dinners and receptions. Lowe House is not available to non-UAH groups and organizations.

Making Reservations

There is no rental fee for UAH registered student organizations or approved University event planners. However, the sponsoring University student organization or University event planner will be billed if extra custodial services are needed. University employees may not use their employment status to make reservations for non-university groups. Reservations are managed through the Office of Alumni Relations and Special Events whose decisions are final.

Reservation requests must be submitted in writing to the Office of Alumni Relations and Special Events at specialevents@uah.edu.

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 the Office of Alumni Relations and Special Events or the Office of the President to pay for all or any part of the event. Registered student organizations or University event planners 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 in the email request. The registered student organization or University event planner will be notified as to whether or not the president and/or his or her spouse is available.

Catering, Alcohol, and Rentals

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 inside Lowe House.

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 the Office of Alumni Relations and Special Events. Any alcohol served at Lowe House must be free of charge. The sale of alcohol is prohibited. All alcohol offered at events must be served by a trained and licensed bartender. Guests are not permitted to self-serve alcohol or take open containers of alcohol from event premises. The bartender and University personnel have the right to require identification to verify age in order to allow (or refuse) service to anyone.

The Office of Alumni Relations and Special Events will make all banquet and rental arrangements. The registered student organization or University event planner must provide proof of funding sources at least two weeks prior to the event.

The registered student organization or University event planner is 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.

Furnishings and Décor

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 75 people.

Lowe House is furnished with art and other fine objects. These objects 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 registered student organization or University event planner 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 student organization or University event planner. Lowe House does not provide vases, flowers, or assistance in flower arrangements. Candles and appropriate containers must be supplied by the registered student organization or University event planner.

The registered student organization or University event planner 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/or the Office of Alumni Relations and Special Events 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 registered student organization or University event planner 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 Office of Alumni Relations and Special Events manages the planning and staging of all functions at Lowe House and reserves the right to review, modify, and approve all arrangements.

The registered student organization or University event planner will have access to Lowe House two hours prior to the official event starting time. The registered student organization or University event planner is required to be present one hour before the event starting time to review final details and to greet guests upon arrival.

All registered student organizations or University event planners agree to pay any fees incurred by the Office of Alumni Relations and Special Events if furniture or other items, hardwood floors, or carpets require cleaning or repair from spills or other accidents. The registered student organization or University event planner agree that enforcement of this fee is at the sole discretion of the Office of Alumni Relations and Special Events.

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

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

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

Review

The Vice President for Strategic Communications is responsible for the review of this policy every five years (or when circumstances require).