

La Sierra University Alumni Center
Physical Address: 11500 Pierce Street – Riverside CA 92515
Mailing Address: 4500 Riverwalk Parkway – Riverside CA 92515
(951) 785-2374 Fax: (951) 785-2478 E-mail: alumnicenter@lasierra.edu

USAGE POLICY

The Alumni Center is located at 11500 Pierce Street, Riverside, CA 92515. It is available for alumni, La Sierra University students, faculty, staff, and the community. A signed rental agreement with payment is required to confirm a reservation. All groups requesting the use of the Center are subject to approval by the Alumni Center Usage Committee.

To reserve the Center for your special event please call (951) 785-2374 or send an e-mail to alumnicenter@lasierra.edu.

I. Hours of Operation

The center is open and available for events every day from 8a.m. to 11p.m. except from sunset Friday to sunset Saturday.

II. General Operating Guidelines

1. **Responsible Party** - The person signing the rental agreement is designated as the “responsible party” and the primary contact. As the responsible person, he/she:
 - a. Functions as the representative of the group and as such he/she must be present and remain on site until the event is completed. This includes staying until all participants and/or outside contracted vendors have left the building (i.e., entertainers, photographers, media personnel, etc).
 - b. Is responsible for any and all damage incurred to the building and its furnishings at the time of the event.
 - c. Is responsible for insuring that invited guests conform to an appropriate standard of personal appearance and attire when attending events at the Center. Shoes and shirt are required at all events.

2. **Dancing Policy** - Because of La Sierra University’s Seventh Day Adventist standards, we are unable to accommodate events where there is dancing of any kind, questionable music and/or lyrics, or other behavior which is not consistent with our beliefs and values. Though some of these issues may be perceived as a personal choice and not biblical doctrine, La Sierra University holds fast to the standards that have been established and that it values as an integral part of its campus community.

3. **Decorations** - Props, floral arrangements, live plants, and weighted helium balloons are welcome. No staples, tape of any kind, tacks, nails, etc., may be used to decorate the Alumni Center. Decorations, (e.g., flowers, plants, or balloons) should be freestanding from the floor or on a table.

- a. The throwing of rice, birdseed, silly string, confetti, or soap bubbles is not permitted inside or outside the Center.
- b. No glitter, table sprinkles, or confetti is allowed.
- c. Candles must sit on a glass or metal container and be enclosed in glass – except for birthday candles on a cake. No open flames are allowed inside or outside the Alumni Center in compliance with state fire regulations

4. **Alcohol, Tobacco, or Illegal Drugs** - No alcohol, tobacco products, or illegal drugs are permitted inside or on the premises of the Alumni Center

5. **Children** - Children are welcome at the center but must be supervised at all times by parents or guardians.

6. **Pets** - No pets or animals are allowed on the premises at any time unless authorized by center staff or in the capacity of assisting the handicapped.

7. **Forfeiture of Damage Deposit** – Reasons for partial or full forfeiture of Damage Deposit can result from, but are not limited to, absence of the responsible party at the event, failure to exit premises at the agreed upon time, failure to turn off air conditioner, lights and appliances, damage to furniture or structure, failure to remove all decorations, displays, and trash. Unless lessee elects to pay the Room Setup & Clean up charges, lessee is responsible for returning the banquet room and kitchen to its pre-event set-up, unless instructed otherwise. The Damage Deposit is returned within 14 days after the event.

8. **Media Equipment Rental** - Requests for media equipment must be made by lessee directly to La Sierra University Media Services at least 2 weeks before your event by calling (951) 785-2190. At the time of request lessee must give instruction as to the placement of equipment. The Alumni Center management is not responsible for placement of media equipment. (See X. Room and Rental Rate, below, for further information.)

9. **Parking** - Complimentary parking is available. Handicap parking spaces are marked near the Center.

III. Caterer’s Responsibilities

The center's kitchen is not to be used for on-site food preparation. A 6-burner institutional size stovetop and oven are available for warming food only. Also available for use are microwave oven and refrigerator.

Catering arrangements may be made with La Sierra University Food Service - (951) 785-2139 - at least 30 days before the event.

- The reserving host, or designee, must be present when caterer arrives. All deliveries should be made at the rear of the building, entering next to the kitchen.
- The caterer must supply any and all dishes, eating and serving utensils, table coverings, napkins, and cleaning towels.
- The tables must be protected with tablecloths or placemats if serving food.
- Caterers should comply with Seventh-day Adventist teachings on food prohibitions – (Please refer to Leviticus 11:1-23.)
- If food and beverages are to be served by a caterer or individual other than the La Sierra University Food Service, the caterer or individual must arrange to submit a menu for review at least one (1) week before the event. The menu can be e-mailed to the attention of the Facilities Coordinator at alumni@lasierra.edu or faxed to (951) 785-2478
- No alcoholic beverages are to be served inside or outside the premises.
- **No purple, grape, or red punch may be served at any event.**
- Leftovers must be removed from the premises at the conclusion of your event or risk being disposed of by management.
- Lessee is responsible for providing their own drinking water.
- The banquet room and kitchen are to be returned to their pre-event condition to ensure timely return of Damage Deposit. (See Section II.7 "Forfeiture of Damage Deposit")

IV. **Liability**

The Office of Alumni Relations:

- a. Is not responsible for damages or injury to persons caused by a lessee's arrangement with florists, bands or musicians, rental agencies or other outside contractors.
- b. The Office of Alumni Relations is not responsible for lost or stolen items.
- c. The Office of Alumni Relations reserves the right to decline service to any organization without specific cause.

V. **Room Capacity**

Maximum seating room capacity is 200.

VI. **Furnishings**

The following equipment is made available and is included in the rental rate:

- 22 60" round tables (seats up to 8 /table. All tables must be covered when food is served.)
- 18 6' x 18" seminar tables (seats 2 – 3 /table)
- 13 6' x 36" tables (seats 3 – 4 /table)
- 200 blue upholstered chairs

Other equipment available for an additional charge includes, microphone, speakers, data projector, overhead projector, TV and VCR. Please make your request at least two (2) weeks before your event by contacting La Sierra University Media Services at (951) 785-2190

VII. **Terms of Payment**

50% of the room rental rate is to accompany the signed Rental Confirmation letter to insure the use of the center. The balance is due 14 days before the event. For events booked less than two (2) weeks before the function, the full rental fee is due upon signing the rental agreement and is to be paid by credit or debit card, or cash. All events remain tentative pending receipt of signed usage agreement and rental fee. Please **make checks payable to "La Sierra University."** We accept the following credit cards: American Express, Visa, MasterCard, and Discover.

La Sierra University Events - Payment by La Sierra University sponsored groups are to be made by a Budget Voucher Transfer initiated by the Department using the facility and credited to account number 5772-56550 and sent to the Alumni Center c/o Facilities Coordinator.

VIII. **Cancellation Policy**

20% of the rental fee plus a \$25 administrative fee will be assessed if the event is cancelled less than 2 weeks prior to the function. Cancellations may be made by phone to (951) 785-2374, by e-mail to alumni@lasierra.edu, or by mail to: La Sierra University

Alumni Center; ATTN: Facilities Coordinator; 4500 Riverwalk Parkway; Riverside, CA 92515. Confirmation of cancellation will be made via phone, e-mail, or mail whichever is expedient.

We reserve the right to cancel any event scheduled in the center up to thirty (30) days prior to the event date without further obligation to the reserving organizations or individuals. Any deposits received will be fully refunded.

IX. Address & Directions

The Alumni Center is located at: **11500 Pierce Street, Riverside, CA 92515**. **Directions:** East or Westbound on 91 FWY take the La Sierra Avenue EXIT and head NORTH approximately 4 miles to Pierce St. Turn LEFT on Pierce St. Alumni Center is approx. 2 miles on the right side next to the La Sierra Natural Foods Market.

X. Room & Equipment Rental Rates

The center is rented out based on a rate of half-day (1-4 hours) and full day (5-8 hours). The rental time includes set-up and clean up time. An additional hourly rate based on the scale below will be charged for any additional time over the agreed ending time and will be deducted from the damage deposit.

Included in the rental fee is the use of tables, chairs, projection screen, CD and cassette player, 4' x 6' dry erase board, tabletop podium, and upright piano. All table linen and room decorations are the responsibility of the lessee.

Group I: Includes verified non-profit groups, educational, and governmental agencies. Proof of 501c(3) status is required to qualify for the non-profit rate. Also qualifying for this rate are alumni, and current university faculty and staff.

Group II: Includes any community, commercial business, family events, and all other social events.

A. Conference Room \$15/hr (plus an additional \$20 if food is served)

B. Banquet Room

1. Meeting only (no food served)

# Hours	Group #1	Group #2
Half Day (1-4 hrs)	\$125	\$175
Full Day (5 - 8 hrs)	\$250	\$350

2. Events serving food

# Hours	Group #1	Group #2
Half Day (1-4 hrs)	\$215	\$265
Full Day (5 - 8 hrs)	\$405	\$505

C. Other Services & Fees

- 1. **Room Setup/Take-down**¹ \$ 30 each
- 2. **Damage Deposit**² \$200
- 3. **Fireplace** \$25/per fireplace

¹ **Room Setup.** You may set the room up yourself or elect to have us handle the set up for an additional fee. The room will be set up according to your specifications and returned to the pre-set up condition. You are still responsible for clearing all linen and any debris from the tables and floor.

² **Damage Deposit** - A separate check made payable to "La Sierra University" in the amount of \$200 representing a damage deposit, is due at the time the rental fee is paid. This deposit will be refunded within 14 days after the rental date if all the contractual obligations have been satisfied and there is no damage to the facility or its contents. (See Section II.7 "Forfeiture of Damage Deposit") A portion of the deposit will be deducted if air-conditioning or electricity is left on after the event.