

## Rental Agreement and Fee Schedule for Certain Areas of Missouri State University – Mountain Grove Campus

Date of Event \_\_\_\_\_

Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Phone \_\_\_\_\_

Web page \_\_\_\_\_ E-mail \_\_\_\_\_

Facility	Capacity/Notes	Standard Fee	Fee-NonProfit	
Faurot Hall 101/102 combined	98 – chairs only 64 – tables and chairs Presentation system included.	\$100	No charge	
Arboretum Area	300, lawn area around Faurot Hall and Classroom Bldg	\$50	No charge	
30' x 30' tent including setup. On campus only.	90 – standing, includes Arboretum area	\$300	\$300	
Pavilion and Horticulture Demonstration area	180 – chairs only 112 – tables and chairs	\$100	No charge if group sets up	

- Rental in excess of four hours is considered all day. Half day rental is half the standard fee.
- Rental fees include setup and teardown charges for table and chair arrangements
- This signed and completed contract comprises a liability acceptance.
- \$100 cash, returnable cleaning and damages deposit may be required.
- \$60 key deposit.
- Kitchens may be used for serving purposes. Food preparation and cooking is prohibited. Employees: if food is part of your event, you need to pay the cleaning deposit.
- Any use of tobacco or alcohol is prohibited on Campus.
- If you wish to use the outdoor tables and chairs, you may, but you are responsible for setting them up and putting them away the same day.

I agree to comply with these guidelines.

Signature: \_\_\_\_\_