Room Use Agreement for Hangar Atrium Space, Akerman Hall, 110 Union St. SE

Reservation Contact E-Mail: aem-hangar-reservation@aem.umn.edu

Rules for Use of AEM Hangar Atrium with Space Use Rental Agreement

The Hangar Atrium+ is typically an AEM student study space and priority is given to this first, especially during the academic year AEM student groups such as the AEM AIAA Student Professional Chapter can use the hangar space during regular University hours for free. The Hangar Atrium is available to rent to other CSE departments for short term periods, preferably late afternoon, for a rental fee of $200 for a 2-hour period minimum. The maximum seating capacity is 56 (14 tables with 4 seats each) or 120 to 150 for a reception. Maximum hours of use should be no longer than 8 hours. Reservations may be made 3 months out from the current month. You will be charged for any damage to the room or equipment.

1. Who Can Use This Space.
Priority for reservations is given to units within Aerospace Engineering and Mechanics (AEM). University. Please note, on rare occasions AEM Administration may exercise bumping rights at any time due to AEM events or emergencies. This rarely happens, but please also have a backup plan for your events just in case the Hangar Atrium is needed.

   a. Priority List
   Units within Aerospace Engineering and Mechanics (AEM)
   AIAA and AEM student groups
   CSE departments

   This space is not set up to be used for conferences. Suggestions for conferences can be found at: http://cce.umn.edu/Programs-and-Courses/Conference-Planning-and-Facilities/

2. When Can One Use This Space.
The Hangar Atrium is available to rent to other CSE departments for short term periods, preferably late afternoon, for a rental fee of $200 for a 2-hour period minimum. The maximum seating capacity is 56 (14 tables with 4 seats each) or 120 to 150 for a reception. Maximum hours of use should be no longer than 8 hours. Reservations may be made 3 months out from the current month. You will be charged for any damage to the room or equipment.

   a. Days/Hours for Use.
   Preferred: mid-afternoon to evening, Monday thru Friday, except for holidays.
   If the event is on a weekend, the sponsoring organization or department will needed to make arrangements and cover the fees for opening up and closing the building through Facilities Management.

   b. Cancellation.
   In the event that your needs change, we request at least 48-hours notice. If you fail to cancel your reservation in advance, you will be charged a $50 fee. Please notify AEM Administration by e-mail: aem-hangar-reservation@aem.umn.edu.
If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is cancelled.

3. Process for Reservation request review and approval. Please check the calendar before submitting your reservation request. Then send an email to request a reservation to: aem-hangar-reservation@aem.umn.edu. The email should include:

- 1) Date of Event
- 2) Start and end time of event
- 3) Setup and Clean-up Time Needed:
- 4) Name and purpose of event
- 5) Size of the group.

Once the email is submitted, the AEM Administration will review the request and inform the requestor if it was approved. This process may take up to a week. ROOM REQUESTS ARE NOT APPROVED UNTIL AN EMAIL CONFIRMATION OF THE RESERVATION IS SENT.

Please make sure you read thoroughly the User Agreement and Rules for Use documents above. You will need to submit the User Agreement Form AFTER the reservation is approved.

AEM does not provide any support services for events. Depending on the nature of your event, you may want to consider other campus venues that offer support services. These include the Campus Club, Continuing Education and Conference Center, the Twin Cities Student Unions, Weisman Art Museum, Ted Mann Concert Hall, or Northrop Memorial Auditorium. Events will not be scheduled on official University holidays.

A reservation does not provide event support services such room setup, cleanup, A/V equipment, catering, extra custodial support or security. The Hangar space is provided as is. Regular custodial servicing occurs on an intermittent schedule after hours typically. For events, the hangar may need to be straightened and tidied prior to the event start. The sponsoring organization or department is responsible for all these arrangements. If the event is on a weekend, the user will needed to make arrangements and cover the fees for opening up and closing the building through Facilities Management. When making a reservation, you will be required to designate a contact person who is responsible for the proper conduct of the event and for returning the Hangar Atrium to its original configuration.

4. Events that cannot be scheduled in the Hangar Atrium
This space should not be used for Conferences or Workshops. Events that are not compatible with the academic nature of the University that include amplified music, dances, dinners, theater, stage events, performances, events that require re-furnishing of rooms or removal of equipment. Non-compatible events include any event that adversely impacts the teaching labs, research labs, study or other academic pursuits in areas adjacent to Hangar Atrium. Examples of compatible events: meetings, receptions, retirement parties.

5. Fee Schedule.
6. Event User Responsibility. The organization or department is responsible for the information provided and for following all University policies and procedures for food permits, alcohol, security, etc. When making a reservation, you will be required to designate a contact person who is responsible for the proper conduct of the event and for returning the Hangar Atrium to its original configuration. Authorization to use reserved space cannot be transferred or loaned to another organization or individual without prior written/e-mail approval from the AEM. The type of activity of the event may not be changed from that requested without prior written approval from AEM. Transferring, loaning or sub-leasing a reservation or misrepresenting the intended use of the room is a serious matter that may result in immediate suspension of a group's eligibility to use hangar facilities. Requests to change or cancel an event must be communicated to Scheduling Unit in a timely fashion.

   a. Who Cleans This Space. The User cleans the space and returns it to its original setup. AEM Administration will charge for professional cleaning and administrative services if the room is left in an unsatisfactory condition and will be pass along any Facilities Management fees for extra cleaning.

   b. Damage to Property. Please notify AEM Administration by email aem-hangar-reservation@aem.umn.edu, immediately of any damage to the equipment or property. You will be billed for any damages that you or your guests inflict on Hangar property during your event.

7. What is Provided to User. A reservation does not provide event support services such as A/V equipment, catering, extra custodial support or security. (These items are examples of extra services that may be arranged directly with vendors on a fee-for-service basis.) The sponsor is responsible for the planning and coordination of all event-related arrangements. Under no circumstances is furniture or other property to be removed from the room or removed from other rooms. The sponsor is responsible for any extra cleanup fees or damages to the facility incurred during the course of the event or during the event set-up and take-down. Any items brought in for the event should be removed promptly and the room returned to its original arrangement.

The Hangar space is provided as is. Regular custodial servicing occurs on an intermittent schedule after hours typically. For events, the hangar may need to be straightened and tidied prior to the event start. The sponsoring organization or department is responsible for all custodial fees and must make these arrangements through Facilities Management FM Customer Service at 612-624-2900. See: Facilities Management Custodial Rates: http://www.classroom.umn.edu/scheduling/fees.html or Facilities Management: http://www.facm.umn.edu/customers/index.htm

Failure to adhere to these policies may subject the sponsoring organization to deposit charges and/or restriction of space usage privileges.

8. Expectations of Users,
   a. Users must return the tables to the original Hangar configuration after their event and return the stackable chairs to the original locations in the Hangar.
   b. Tables and chairs may not be removed from the room.
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c. Please allow extra time for set-up when you make your reservation.
d. Do not tape or pin anything to the walls.
e. Users must provide their own supplies (flip charts, AV equipment, for example.)
f. Food and drink are allowed, however, we ask that you contract with a licensed caterer.

**Users must also:**
- Turn off and secure all equipment, including lights
- Wipe down tables, if necessary
- Dispose of all refuse properly
- Inform staff in 107 Akerman when they are finished
- Take extra care that no damage is done to the Hangar Atrium

9. **Student Group Reservations (Campus Life Programs)**
Reservations are limited to AEM student (or student related) groups. Student groups will need to follow all policies set by the Student Union and Activities. See policy manual for details.
http://sua.umn.edu/groups/

**Insurance**
Questions regarding insurance for student groups should be addressed to the SUA 612-626-6919. For Non-profit and other groups, insurance questions should be addressed to Risk Management 612-625-0062.

10. **Off-campus Group Reservations: with a University Affiliation (Registered Student Groups)**

Off-campus groups requesting space will be required to complete the following:

1. Sign a License Agreement (SC626)
2. Pay a room use fee (check made out to the University of Minnesota)
3. The reservation is not considered finalized until payment has been made, insurance (if applicable) has been verified, and the License Agreement has been signed. Reservations will be cancelled if not completely finalized by a deadline of two weeks prior to the requested date.