

## MacQueen Alumni Center Rental Policies and Procedures

USE Use of the MacQueen Alumni Center

**AVTECHNICIAN** Please contact the USA NA for AV technician needs. On-site A/V technician may be contracted at a cost of \$250 per event.

**SMOKING** The MAC and the University of South Alabama are tobacco-free environments. No tobacco products are permitted on campus. Vaping and e-cigarettes are also prohibited.

**DELIVERIES** All deliveries must be coordinated through the Alumni Office. All deliveries must be made at the backloading dock. The USA NA cannot assume responsibility for items left by the caterer, rental company or facility user.

**DECORATIONS** All decorations and rental items must be approved by the USA NA. Props must be free standing, including signs. Nothing is to be attached to the walls or the ceiling without permission. No posters or banners will be permitted on the MAC exterior or grounds without the approval of the USA NA. No tacks, nails, tape or similar items may be used on the MAC. There may be no open flames (except as described in FIREPLACES section below) candles must be battery operated.

**DANCING** If dancing is part of the event, a dance floor must be rented from an outside vendor and coordinated through the USA NA. Carpeted or tile areas of the floor cannot be designated

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**PARKING** Parking at the MAC is available to facility users at no cost on weekends and after 5 p.m. on weekdays; however, no parking space is guaranteed. Near b2 7ucy parkinnat(at)4 (syfa9 435.0

