

BELHAVEN UNIVERSITY
Our Standard is Christ

Bettye Quinn Alumni House
And Welcome Center

Updated 12/2/2009

Bettye Quinn Alumni and Welcome Center Operation and Procedure Manual

Manual Purposes: To clarify the acceptable use of the Bettye Quinn Alumni House and Welcome Center and identify the duties and expectations of those individuals or groups responsible for or using the facility.

Facility Location: 1869 Peachtree Street, Jackson, Mississippi 39202

Facility definition: The facility will be defined as the physical property located at the above address including the house and lot. Furthermore, all property of Belhaven University located on or inside the property shall be considered part of the facility for purposes of this manual.

Belhaven University Bettye Quinn Alumni House Rules

1. Making reservations to use the facility

- a. **Procedure for reserving the facility** – Any person wishing to reserve the alumni house for meetings or a guest must do so through BlazeNet room reservation procedure. The reservation will be confirmed through Conference Services. Reservations are assumed to be guaranteed unless the University is advised by advance cancellation.
- b. **Cancellations** – to avoid charges, rooms should be cancelled by 10:00 am on the day prior to check-in.
- c. **Who is allowed to use the alumni house** – The Belhaven University Bettye Quinn Alumni House is available to Belhaven University alumni, faculty, staff, and friends for use according to the rules set forth in this document and the rules of Belhaven University.

2. Host responsibilities

- a. **Who is the host** – The host will be considered the person for whom the room is reserved for meetings or whoever has invited a guest to stay overnight.
- b. **Making guests aware of rules** – It is the host's responsibility to make any guests aware of the rules of the house. The ultimate responsibility for guest behavior rests with the host.
- c. **Making guest aware of the cost of overnight stays** – It is the host's responsibility to make any guest aware of the cost for overnight stays in the house.
- d. **Arranging for supplies** – Any supplies not ordinarily available for use at the alumni house must be arranged for and provided by the host.
- e. **Arranging for payment and keys for unusual arrival times** – please refer to the rules below on payment for clarification.
- f. **Obtaining a signed copy of these rules** – The host is expected to get a copy of these rules, including the liability waiver section, signed by the guest prior to their stay. This list is to be turned in to the Conference Services Coordinator as soon as possible prior to the stay.
- g. **Verifying the facility is in order after the visit** – The host is expected to make sure the alumni house is in good order after any function or after a guest has stayed overnight. Conference Services will also check behind any functions to verify the alumni house has been left in good order. Discrepancies will be referred to the host to be corrected.

3. Conference Services responsibilities

- a. **Reporting known issues** – Issues regarding normal repair or maintenance will be handled by Conference Services. If there is an issue with the state of the facility after an event a Campus Operations representative will contact the host and provide them an opportunity to correct the issue. If this fails, further action deemed appropriate at that time will be taken.
- b. **Verifying the facility is in order after the visit** – A Campus Operations representative will tour the facility following any event to verify that the condition of the alumni house is acceptable.
- c. **Maintenance**
 - i. **Daily** – Conference Services will handle or report to maintenance any normal or customary issues.
 - ii. **Special occasions** – If the host or a guest feels there is an emergency requiring immediate attention they can call Security at (601) 968-5900 who will in turn contact the on call maintenance technician.

4. House rules

- a. **Alarm** –Guests are not to alter or use the alarm system at any time. All efforts will be made to ensure that the alarm is disabled when guest first arrive.
- b. **Cleaning** – Several trash receptacles are located in the alumni house and trash bags are readily available. Please help us keep the alumni house clean and representative of what Belhaven University stands for.
- c. **Thermostat** – The thermostat is normally set on 78 degrees. Guests may alter this during an event but should not be set below 72 degrees as to conserve our resources that God has provided. Please be sure fans are on “Auto” at all times.
- d. **Trash** – All trash should be cleaned up and placed in the large garbage cans outside under the carport area before leaving an event.
- e. **Lights** – All lights are to be turned off after an event.
- f. **Keys** – Keys should be left in the envelope provided and placed inside the folder as the final guest exits. Please call security (601) 968-5900 and identify yourself as alumni house guest so alarm can be reset.
- g. **Smoking** –No smoking or tobacco products may be used in the alumni house at any time.
- h. **Alcohol use** – Alcohol is not allowed in or on the grounds of the alumni house.
- i. **Food** – Food may be prepared in the fully functional kitchen or catered in. Any alumni house dishes or utensils used must be washed and put away by the host after the event. Eating is not allowed in the back rooms.
- j. **Equipment use** –Video and audio equipment are available in the formal dining area. Any equipment required other than what is in this room must be arranged for and provided by the host.
- k. **Parking** – Parking is limited. Guests are asked to obey all laws and observe common courtesy to area residents when parking for an event. The walkway to the Center for the Arts is to remain unobstructed at all times.
- l. **Telephone use**- The telephone is for local calls only.

5. **Overnight guest costs** – The cost per night for overnight guests will be \$49.00 for single, \$69.00 for double occupancy, and a \$15.00 charge for each additional guest over 10 years of age. This money should be given to the Conference Services Coordinator when picking up the key to the alumni house. For after hours see below. All other monies given above the overnight fee will be considered a gift to Belhaven University.

6. **After hours or weekend arrival** – If a guest is expected to be late (after business hours) arriving, it is the responsibility of the host to pick up a key for their guest. Otherwise the key and instructions for payment will be left in the drawer under the microwave in a folder where the guest can take possession after security gives them access to the building.

7. Guest rules

- a. **Minors** – Minors may not stay in the alumni house unaccompanied.
- b. **Cleaning** – Guests are asked to clean up any mess made and report any maintenance issues they may notice. Bed sheets are to be removed and placed in the laundry room and will be replaced by staff.
- c. **Eating areas** – Guests are asked to please use the dining room and breakfast room for eating. Eating is not permitted in the back rooms. Please observe this rule.
- d. **Refrigerator use** – Guests are welcome to use the refrigerator for overnight stays or events. Please clean out all food and dispose of it properly after the event.

- e. **Equipment rental** – The host must provide for and be responsible for any rented equipment.
 - f. **Decorations** – No staples, nails, or tape that may damage the wall may be used to decorate the alumni house. The host is expected to remove all decorations after an event and return the alumni house to its original condition immediately following any event.
 - g. **Hours of use** – Because the alumni house is located in a residential area, events should not last later than 10:00 pm. Please be courteous to our neighbors.
 - h. **Animals** – No animals are permitted, except for assistance dogs.
 - i. **Damage to property** – Guests will be held accountable for any damage to the alumni house, equipment, or other property and will be expected to make financial restitution for repair or replacement of any furniture or items damaged.
- 8. Compliance with Belhaven University Bettye Quinn Alumni House Rules** –Belhaven University Bettye Quinn Alumni House and Belhaven University reserve the right to deny use of or continued use of the alumni house facility to any person or organization not complying with these stated procedures. Belhaven University Bettye Quinn Alumni House and Belhaven University reserve the right to modify, remove, or change any of these rules without notice at the sole discretion of the University administration.
- 9. Liability** – Each user of the Belhaven University Bettye Quinn Alumni House shall indemnify and hold harmless Belhaven University, all Belhaven Alumni, or any of their agents and employees against any and all damages, claims for personal injury, liability due to loss of the property of others or any other loss arising from their use of the Belhaven University Bettye Quinn Alumni House facility or equipment. The user is responsible for the payment of any damages to or loss of the Belhaven University Bettye Quinn Alumni House property if it occurred as a result of the preparation of, clean up for, or during the actual event itself.
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Accepted:

Print Name

Signature

Date