

**University of Minnesota
Center for Magnetic Resonance Research
Policy
FACILITY USE AGREEMENT**

Policy Number / Version: POL020 / Version 1

Approval Date:

Implementation Date:

Author/Owner: Michael McDaniel

Approval Signatures	Date
Author/Owner:	
Regulatory Compliance Coordinator:	
Center Director:	

1. Purpose

The Facility Use Agreement is to provide guidance on reserving and using the Seminar Room and adjoining common areas located at CMRR (2-102, Seminar Room) and (2-101, Common Meeting Space).

2. Scope

Guidelines for Facility Usage coincide with a University Affiliation as mentioned below:

- Department of Radiology / CMRR/ CCIR Faculty and Staff
- UMN Faculty
- UMF Foundation
- External Users (sponsored by one of the internal users listed above)

3. Definitions

- A. Catering.** Licensee can contract with a caterer of choice. D'Amico and University Dining Services are preferred caterers. A small prep kitchen with a full-size refrigerator, sink and microwave is available adjacent to Seminar Room. Caterers must supply proper trash/recycling containers for groups in excess of 50.
- B. Alcohol Permits.** Alcoholic beverages must be applied for and administered separately thru UM Form 23, Alcohol Use Application. Please see policy here for details:
<https://policy.umn.edu/operations/alcohol>
- C. Cancellation Policy.** Licensee shall pay seventy-five and NO/100 dollars (\$75.00) if a reservation is cancelled within 3 days of the event.
- D. Guidelines.** Events may be held from 7:00 a.m. to 10:00 p.m. Licensee displays are not allowed outside seminar room. Licensee must provide a written itinerary, including day of event contact person, catering arrangements and any special deliveries or arrangements.

- E. **Parking.** Parking is available in the Maroon Lot directly across from CMRR at a flat rate of \$4.00. This is an unmanned parking lot, so credit cards or prepaid parking coupons are required to exit. Check the Parking and Transportation Services website (www.umn.edu/pts) to determine if a special event will be held which may make parking difficult. Prepaid parking coupons can be purchased directly from Parking and Transportation Services.

In addition to the Maroon Lot, two additional lots are within close walking distance. Lot 37 is two blocks west and Victory Lot is 2 blocks east.

- F. **Fees** - Licensee shall be responsible for the following according to the below fee schedule. Payment is due within thirty (30) days of the date of the invoice. All major credit cards and EFS Chartstrings are accepted.

4. Responsibility / Contact information

All interested parties looking to reserve the Seminar Space and adjoining Common Space must contact CMRR Front Desk, Michelle Hartwig at 612-626-2001 or Michael McDaniel at 612-625-5539.

5. Procedure / Services Provided / Costs

	Service	Description	Fee Range
1	Seminar room rental (0-4 hours)	Seminar room (2-102) and outside pre-meeting space and prep kitchen. Includes access to podium, PC with USB slots and internet access and LCD projector. Laptop connection for VGA, HDMI and Apple laptops.	\$400
2	Seminar room rental (over 4 hours)	Additional hourly charge for usage greater than 4 hours	\$75 / hour
3	AV personnel – 2 hour minimum	Personnel to support computer, projection, sound.	\$75 / hour
4	Lecture Sound System	Handheld microphone and lavalier microphone. Requires AV personnel.	\$50 / event
5	Teleconference Equipment	Video and audio equipment – Must contract with Classroom Services for operating equipment: http://it.umn.edu/video-event-onsite-support	Price varies
6	Additional Building Hours or Special Events	After 5:00 p.m. front desk staffing for groups less than 50. Additional fees may apply to groups greater than 50 or special events during normal working hours. Front desk staff will let people in building, provide directions and serve as source of information.	\$50 / hour
7	Additional Custodial services – minimum ½ day	Required for groups with meals on the weekends	\$250