

Macey Center

Statement of Operating Policies

General

The purpose of this document is to outline the policies under which Macey Center operates, from how to arrange for reservations, to catering and cleaning regulations. Macey Center, opened in 1982, is New Mexico Tech's theater and conference center, a premier addition to the performing arts, and supported by both the campus and city communities. Amenities include:

- Auditorium seating for up to 650
- Banquet space for up to 300
- Audio/visual services
- Full service convention center with meeting and break-out rooms.

For additional information, please contact the Macey Center Director at 505-835-5342. The fax number is 505-835-5597.

Reservations and Payments

Confirmation. The reservation is not confirmed until the Confirmation sheet is signed and returned to the Macey Center scheduling office with an internal account number for New Mexico Tech, or with a 20 percent or \$100.00 deposit, whichever is greater.

Payments. Macey Center must receive payment in full 30 days from the invoice date. Minimum deposit is due 60 days prior to the event; and if the deposit is not received, the event will be cancelled. All fees are to be paid by mail or in person at the scheduling office during regular business hours, Monday through Friday from 7:00 AM to 6:00 PM. Payments should be made payable to Macey Center in the form of cash, check, money order, Visa or MasterCard.

Documents. The User will receive two documents; 1) the confirmation, which will be sent prior to the event and 2) the invoice, which will be sent after the event. The invoice is the correct amount that is due, after equipment and labor have been correctly identified.

Two-Party Users. In the event that a private gathering is booked involving more than one financially responsible party, the Confirmation sheet must be signed and acknowledged by all Users. All Users must be in agreement with the billing to process as to how each User will be billed. This agreement made among Users must be received in writing with the Confirmation sheet; otherwise the event will be cancelled.

Damage Deposit

Macey Center reserves the right to require a performance bond or damage deposit for the protection of the facility and to guarantee the payment of rentals/expenses. All releases and/or refunds of the bond or deposit shall be completed by the Director and processed through New Mexico Tech's account receivables department. Please allow two weeks for processing.

The User shall be responsible for any damage to Macey Center property/facilities beyond ordinary wear and tear. The User will be billed for any such damage. Determination of the amount of such damage shall be within the sole jurisdiction of Macey Center/New Mexico Tech and payment for such damage shall be

deducted from deposit with the balance due within 10 days following the event. An itemized list of all damage charges deducted from the deposit will be provided to the User.

Cancellation

Private Party/Special Event Users. Any User canceling an event more than 60 days prior to the event will be entitled to a refund of one-half of deposit paid. Any User canceling less than 30 days prior to an event will not be entitled to a refund. If a deposit has not been collected, the User will be billed for balance due.

Meeting/Seminar Users. Any User canceling an event more than 45 days prior to the event will be entitled to a refund of one-half of the deposit paid. Any User canceling an event less than seven days prior to the event will not be entitled to a refund. If the deposit has not been collected, the User will be billed for balance due.

Theater Users. All requests for facility use must be approved by the Director, and Macey Center reserves the right to modify room assignments. Macey Center also reserves the right to cancel any event reservation if notice of such cancellation is given to the User at least 30 days in advance of the scheduled event.

Alcoholic Beverage Service

State regulation prohibits alcoholic beverages being brought on to the premises by the User. Please contact the Macey Center scheduling office for prices and information on this service, which is provided by the Center.

Catering/Cleaning

Catering. Catering for any function held at Macey Center is to be provided by Chartwells, New Mexico Tech's on-campus dining provider. All catering arrangements will be made with the catering director, including but not limited to: tablecloths, chair covers, morning and afternoon break service, type of flatware, etc. The catering phone number is 505-720-1648. On-campus Users must supply Chartwells with an account number when booking an event. (Note: the 61X object code cannot be charged on "29" accounts per OMB restrictions; thus, an unrestricted account number must be provided in these cases.) Off-campus Users must sign and return the catering contract to the Chartwells office with a 50 percent deposit at the time of booking. The remaining 50 percent is due 24 hours prior to the event. The invoice for food service will be billed separate from the Macey Center invoice.

Cleaning. Cleaning fees will be assessed to large conference groups (300 or more) that require additional service, and for dinners/parties that take place on the stage/amphitheater. Additional cleaning fees also will be assessed for confetti, straw/hay, and excessive waste. Glitter and rice are not permitted; however, birdseed may be used outdoors.

Security

In cases where the User requires security, officers with the New Mexico Tech Campus Police are available for hire at the rate of \$25.00 per hour. Macey Center must be notified 30 days prior to an event if security service will be required. At the discretion of Macey Center, security personnel may be required at certain

types of events where damage to the facility or control of those attending the event may pose a problem. Arrangements will be made by Macey Center and the cost will be borne by the User.

Liability and Other Issues

Liability. Macey Center is not liable for any loss or damage to property delivered to the premises either prior to, during, or subsequent to the use of the facilities by the User. All items must be removed upon completion of event. Macey Center reserves the right to eject or cause to be ejected from the premises any objectionable person or persons; and neither New Mexico Tech nor any of its officers, agents or employees shall be liable to User for any loss or damages that may be sustained by User through the exercise by New Mexico Tech/Macey Center of such right.

Layout Changes. User will be charged a minimum \$25.00 fee for significant layout changes that are requested on the day of the event.

Building Hours. Hours of business operation: Monday-Friday, 7:00 AM to 6:00 PM. As event/show requires for late evening and weekend events, but no later than 11:00 PM.

After Hours Charges. Groups/individuals will be charged \$25.00 per half-hour (30 minutes) for time beyond the established closing time.