



EVENT DATE

THE UNIVERSITY OF ALABAMA®

NELSON JONES CONFERENCE CENTER - RENTAL AGREEMENT

Renter's Name (Print): _____

Organization (If Applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone #(REQUIRED): _____ Email (REQUIRED): _____

Event Type: _____ Guest #: _____ Event Date: _____ Time: _____ to _____

(MAX 100 GUESTS) *100+ guests requires Director approval

On-Site Representative (If different from Renter): _____

On-Site Representative Phone (REQUIRED): _____

Caterer Name (If Applicable): _____

Caterer Phone (REQUIRED): _____

Rental Requested (circle): Full Day: \$600 Partial Day: \$400 + \$100.00 per hour for event time exceeding paid rental time period
P.D Hours Requested (4 hr minimum): _____

Total Due (14 Days Prior to Event): _____ (rental rate + security deposit)

- * Full day rental is from 9 a.m. – 9 p.m. Partial day rental is a 4-hour (minimum) morning or evening block of time.
- * **Event setup and take-down must be completed within rental period. Additional time used is charged at the above rate.**
- * Non-profit petition form must be submitted for Director approval to receive discounted rate.
- * **Facility rental includes only the exclusive use of the Jones Conference Center. All event specific activities must be restricted to inside the facility or designated areas outside the facility. Use of additional outdoor spaces must be pre-approved and may incur additional grounds use fees. The facility parking lot is for parking only.**

Payments:

a. Date Reserve Deposit (Non-Refundable): \$100.00 Date Paid: _____ MAP Staff (initial): _____

* hold deposit is applied to rental rate.

b. Rental Payments:

- a. (payment 1): _____ Date Paid: _____ MAP Staff (initial): _____
- b. (payment 2): _____ Date Paid: _____ MAP Staff (initial): _____
- c. (payment 3): _____ Date Paid: _____ MAP Staff (initial): _____

c. Security Deposit (Refundable): \$300.00 Date Paid: _____ MAP Staff (initial): _____

- * Security deposit must be paid by credit card to facilitate reimbursement after event date.
- * Security deposit returned after check of facility & grounds for damages/violations of U. of Alabama/Conference Center rules.
- * **Documented violations of Park/University of Alabama/Conference Center rules will forfeit partial or full security deposit. Renter must read and acknowledge all applicable rules in the signed agreement attachment.**



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Renter agrees that they are fully responsible for any damage to Moundville Archaeological Park facilities or loss or damage to Park property or equipment, and in the event of any such damage or loss, renter agrees to pay to Moundville Archaeological Park upon demand the amount of repairing such damage or replacing the lost or irreparable equipment or property

PLEASE CAREFULLY READ ENTIRE CONTRACT BEFORE SIGNING.

I hereby acknowledge that I have read the rules and understand that failure to abide by them may result in dismissal from Moundville Archaeological Park. I also hereby acknowledge that I am using the facilities at Moundville Archaeological Park as is, and discharge, waive and release The University of Alabama, its Board of Trustees, officers, and staff from any accident or injury I might sustain, foreseen or unforeseen, known or unknown, from any damage or other consequence resulting in my use of these facilities and I agree to indemnify and hold harmless the Board of Trustees of The University of Alabama and its officers, employees, and agents from any and all claims by or on behalf of any persons or firm arising out of, in connection with, or attributable to my use and possession of the Nelson B. Jones Conference Center, including, but without limitation, any and all claims for injury or death to persons or damage to property. I also agree to save harmless The University of Alabama from all costs, expenses, attorney's fees, and liabilities incurred in connection with any action or proceeding brought in connection with any such claim.

DAMAGE OR INJURY/INDEMNIFICATION

Renter agrees that Moundville Archaeological Park shall not be responsible for any loss or damage to renter's property or injury to persons due to the negligent or intentional acts of the renter, of renter's employees or agents, or of persons attending renter's function. Renter agrees, at its sole cost, to indemnify and hold harmless the Board of Trustees of the University of Alabama and its officers, employees, and agents from any and all claims by or on behalf of any persons or firm arising out of, in connection with, or attributable to renter's use and possession of the Moundville Archaeological Park premises, including, but without limitation, any and all claims for injury or death to persons or damage to property. Renter also agrees to save harmless The University of Alabama from all costs, expenses, attorney's fees, and liabilities incurred in connection with any action or proceeding brought in connection with any such claim.

Renter agrees that they are fully responsible for any damage to Moundville Archaeological Park facilities or loss or damage to Park property or equipment, and in the event of any such damage or loss, renter agrees to pay to Moundville Archaeological Park upon demand the amount of repairing such damage or replacing the lost or irreparable equipment or property.

Signature of Renter

Date



Nelson B. Jones Conference Center Guidelines and Agreement

The Nelson B. Jones Conference Center at Moundville Archaeological Park may be rented for special events and occasions. The conduct of these events must be in compliance with the Grounds Use and Facilities Use Policies of The University of Alabama and Moundville Archaeological Park.

The following guidelines have been set to insure that your event runs smoothly and that the Park facilities are maintained appropriately.

- ❖ Arrangements for cleanup and set up of food, utensils, decorations, entertainment, extension cords, etc. are the sole responsibility of the renter
- ❖ All trash must be placed in appropriate receptacles immediately following the event. Please ensure that no trash is left around the building or in the parking lot
- ❖ No glitter may be used inside the Conference Center
- ❖ Decorations, signs, banners, or displays may not be affixed or otherwise fastened to Park property unless approved by Park Director (This includes tape and staples.)
- ❖ Moundville Archaeological Park is not responsible for the protection or storage of items brought into the Park before, during, or after an event
- ❖ Moundville Archaeological Park is a **non-smoking** facility
- ❖ You must be 21 or older to rent the Conference Center
- ❖ **NO ALCOHOL** is allowed on Moundville Archaeological Park or University of Alabama property
- ❖ Rental of Conference Center does not include exclusive use of the Craft Pavilion and/or picnic areas
- ❖ Building keys must be picked up at the Park Administration Building between 8:30am and 4:00pm on the day of the rental. The key must be returned after your event. If your event ends after normal Park operating hours, please place the building key in the drop box located in the Conference Center or through the brass mail slot in the door to Administration Building upon your exit. The Park is closed only on Easter, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Prior arrangements must be made to pick up the building key if your rental is on one of these holidays
- ❖ Fire Code maximum capacity for the Nelson B. Jones Conference Center is 232 persons standing and 108 persons seated
- ❖ Violation of any of the above guidelines could result in a loss of the security deposit

I have read, and agree to abide by, the above guidelines: _____ (Renter's initials)



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GENERAL PARK RULES

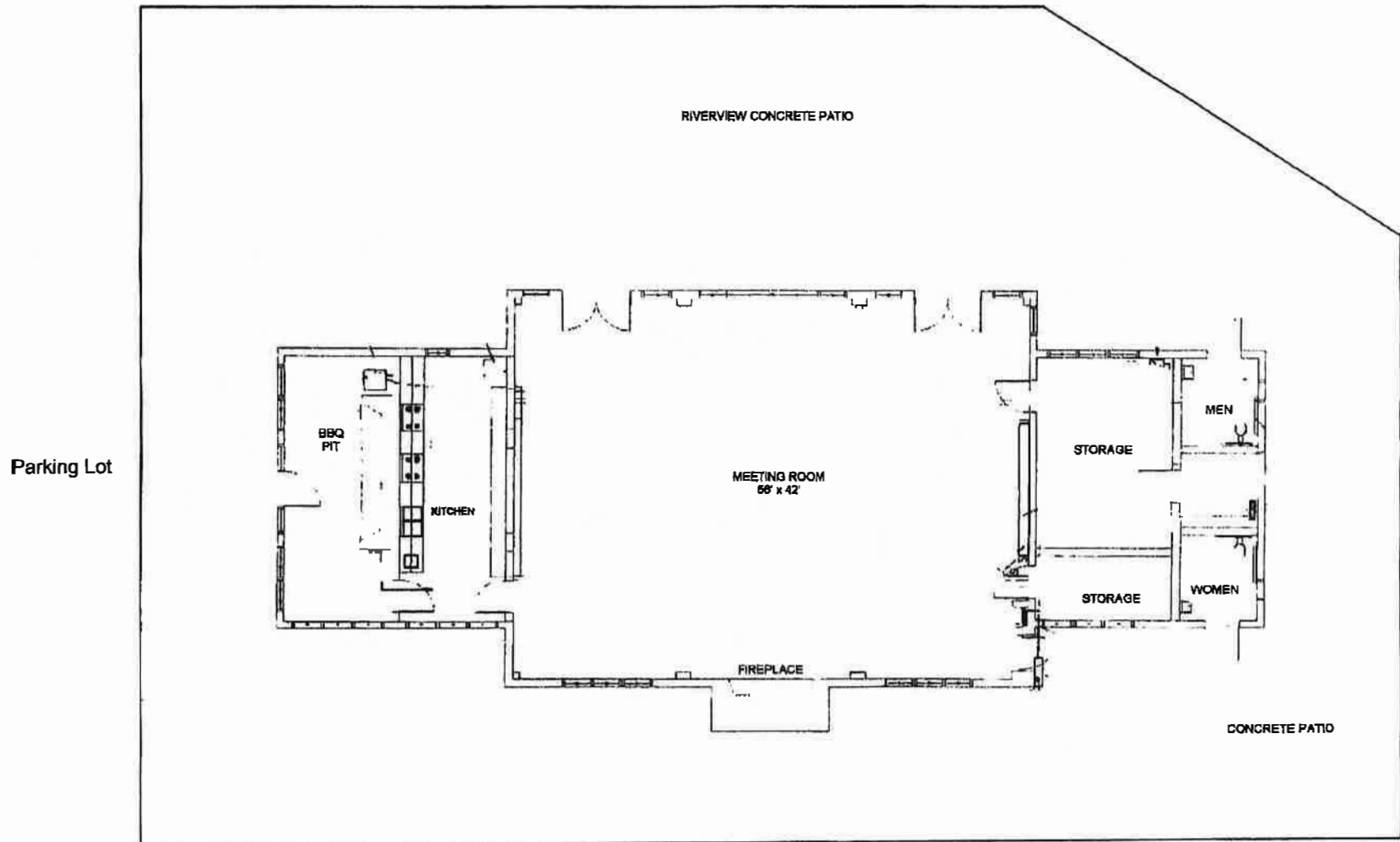
- ❖ DO NOT DIG OR COLLECT ARTIFACTS. Moundville is an active archaeological site protected by state and federal laws. Looters will be prosecuted
- ❖ Climb only Mounds with steps
- ❖ Keep vehicles on paved roadways at all times. Four wheelers, dirt bikes, and other unregistered vehicles are prohibited in the Park. Visitors must stay on marked trails or open areas
- ❖ Obey posted speed limits and traffic signs
- ❖ No alcoholic beverages or Smoking are allowed on Park property
- ❖ Firearms are not allowed on Park property
- ❖ No swimming or River Access is allowed from Park property
- ❖ Dogs must be leashed at all times, except in the pet play area near the Park Campground
- ❖ Pets, except service animals, are prohibited in Park buildings
- ❖ Campground and Bath House are for registered campers only
- ❖ NO OPEN FIRES OR FLAMES. Campfires are allowed in designated fire pits in Campground only

I acknowledge that I have read, understand, and agree to abide by, the rules listed above. Furthermore, I am aware that any violation of the rules above, University of Alabama Policies, or regulations governing Student Organizations will be turned over to the Office of Student Affairs for disciplinary action by the appropriate University authority.

Signature of Renter/Authorized Representative

Date

Black Warrior River



CONF. CENTER FLOOR PLAN

Capacity: 108 seated
232 standing

Tables: 72"x30" square - 22
72"x36" square - 10
59" diameter round - 9

Chairs: 62 metal folding chairs
48 molded plastic conference chairs
56 metal and fabric arm chairs