

USCGA ALUMNI ASSOCIATION ALUMNI CENTER GUIDELINES

Rental rates include the use of any, some or all of the following spaces: the Alumni Center event room, conference rooms, catering facilities and outside patios. Rental rates are in increments of four or eight hours (includes the time needed for set up and tear down by the caterer). For a non-catered event the “customer” is responsible for setting up, tearing down and cleaning all rented spaces. Rates also include the use of Association tables and chairs, however, table glassware, linens, china & flatware are not provided. Janitorial fees are included.

For more information on rates, please contact our Event Manager Sue Fage at 860-442-2683 x14 or sfage@cgaalumni.org.

Reservations: Requests will be accepted and confirmed on a first come, first served basis.

Deposit Required: A 50% **non-refundable deposit** will be necessary to secure the date of the function. A credit card number (MC, AMEX, Discover or Visa) will be required from the sponsor for the balance of the account, to be used only if payment in full is not received within 30 days of the function date. While this deposit is non-refundable it can be reapplied to a future event, should circumstances necessitate a cancellation of the original date, providing the Alumni Association is able to rent the space for a similar function.

Waivers: The room rental fees can be waived for Alumni Association members under the following circumstances: 1) promotion/retirement parties held Monday -Friday 2) receptions following a funeral service for a former member or a member’s immediate family 3) alumni chapters of other service academies 4) other meetings approved by the Association President. In these cases, the Association member will pay the usage fee charge stated above. There will be no charges when the facility is used by a graduated class for their Homecoming function or by any USCGA Alumni Association chapter.

Caterers: In accordance with the Coast Guard Academy’s food services policy, the Morale, Well-Being and Recreation (MWR) Officer’s Club Business Manager will have the right of first refusal for any catering services at the Alumni Center. If the Officer’s Club is unable or unwilling to cater your event, you may contract with the services of another caterer who is properly licensed and insured from the list provided below.

Beverage Service: A full service bar, including premium alcoholic beverages, is available upon request. There is no minimum purchase but a bartender must be available if alcohol is served. This service is provided through the Officer’s Club noted in the previous paragraph. All beverage arrangements will be contracted separately with the Officer’s Club. *Guests or hosts may not bring their own alcoholic beverages into the Alumni Center, nor may they take ours away from the building.*

Damages: The sponsor is responsible for any missing or broken glassware or any other Alumni Association owned equipment at the conclusion of the function, in addition to any damage to the building or surrounding grounds. An extra fee will be assessed if our janitorial service charges extra for stains, wax in the carpeting, or other extraordinary cleaning fees.

Smoking: The Coast Guard Academy is a LIMITED SMOKING FACILITY. Smoking is permitted in four authorized areas where appropriate receptacles are provided. Smoking in privately owned vehicles is not permitted on board the Academy. The sponsor is responsible to ensure that guests DO NOT SMOKE in any other areas aboard the Academy. Please request a map of designated spots for your event. Failure to comply with this policy could result in additional clean-up fees and/or to be escorted off Academy grounds.

Decorating: While we believe our building is beautiful the way it is, some people have added extra decorating, especially for weddings. As long as the decorating meets OSHA requirements, we will try to accommodate you. Please let us know of your plans far enough in advance so that if there is a conflict of any kind, we can address it, and make other plans as necessary. The following items are not allowed and therefore are subject to an automatic additional cleaning fee of \$150.00: rice, birdseed, rose petals, or balloons outside the building; rose petals or confetti inside the building. Sparklers are always illegal on the Coast Guard Academy grounds.

Forced Closure: As a consequence of our facility being located on US government property, we reserve the right to postpone, close early, or cancel any function for reasons of national security when the threat level would necessitate such action. This decision will be made by the Alumni Association building manager in conjunction with the Coast Guard Academy Security Police. Your safety, and that of your guests, is our primary concern. A full refund will be granted of your deposit for building rental in the event of a cancellation by our staff.

Additional Information:

- A catering kitchen is available for pre-approved caterers.
- Restrooms are located on all three floors.
- An elevator is available for handicap access.
- Limited parking in the Alumni Center lot is on a first-come, first serve basis.
- Visitors who cannot find a space in the Alumni Center lot should park in the double sized lot located on the other side of Leamy Hall.