

MACGREGOR FACILITIES RESERVATION CONTRACT

MacGregor Resident Reserving Facility

Name:	Room:	Phone:
e-mail:	MIT ID:	

Organization Sponsoring Event

Name of organization:	
Name of president (1):	e-mail
Address:	phone#:
Name of president (2):	e-mail:
Address:	phone#:

The Event

<i>Facility to be used (circle one)</i>	<i>TFL</i>	<i>Dining Hall</i>	<i>BBQ Pits</i>
<i>Advertised on campus</i>	<i>yes</i>	<i>no</i>	
<i>Advertised through mass mailing</i>	<i>yes</i>	<i>no</i>	

Date:	Time:	Number of people attending:
Nature of Event (party, social):		
Entertainment (DJ, karaoke):		
Other Comments:		

Important Information:

- ?? No event may last past 1:00 am.
- ?? Absolutely no alcohol is to be served at any time at this event.
- ?? Facility reservation requires that a \$150 deposit be paid to the MacGregor House Committee as insurance against vandalization. This deposit will be returned after the facility is inspected and found to be satisfactory according to the House Committee. Room furniture must be put back to where it was originally.
- ?? Event attendance is not to exceed the room capacities listed below:

TFL:	50
Dining Hall:	197
- ?? After the event, tables, chairs, and couches must be put back to where they were before the event.

The purpose of this contract is to ensure cooperation between a person or an organization wishing to use a MacGregor facility for private use and the MacGregor House Committee.

By signing this contract, you certify the above information is accurate. You or your organization agree to clean up after the event. You agree to pay a \$150 deposit to the MacGregor Social Committee (payable to "MacGregor House Committee") to reserve the facility. The Social Committee is allowed to keep the deposit and request additional money (if needed) under the following conditions: 1) damage is done to the facility; 2) the facility is left in disagreeable condition; 3) ignoring any request to lower the noise level during the event.

Deposit paid:	
Signature:	Date:
Signature of Social Chair:	Date: