

**MURRAY STATE UNIVERSITY FOUNDATION, INC.
POLICY**

SUBJECT: Use of Miller Memorial Golf Course Clubhouse & Pavilion

DATE: October 2, 1998

PURPOSE

The following procedures shall be followed for the use of Miller Memorial Golf Course clubhouse and pavilion.

PROCEDURES

USE - The clubhouse and pavilion are intended to be used for the benefit of members of the Miller Memorial Golf Course; the Murray State University Foundation, Inc. (Foundation); the Murray State University (University) governing board, departments, staff, faculty, and students; and groups and individuals not affiliated with the University. Any group or individual occupying the clubhouse and pavilion shall adhere to the policies governing the use and operation of the clubhouse and pavilion and all laws of the Commonwealth of Kentucky applying to the use of property owned and operated by the Foundation.

FACILITY RESERVATION - Scheduling of events to be held in the clubhouse and pavilion shall be supervised by an employee of Miller Memorial Golf Course to be designated by the Director of Golf of Miller Memorial Golf Course. Events shall be scheduled on a first-come, first-served basis.

DAMAGE - Any person or group damaging fixtures, equipment, or any property of the clubhouse and pavilion shall be charged the cost of repair and replacement of the damaged property. Groups and individuals identified in Schedule B and Schedule C of the Fee Schedule shall be required to deposit a refundable damage fee prior to using the facility. (See Fee Schedule)

DECORATIONS AND ALTERATIONS - Any rearrangement, removal, or addition of furniture or other objects located in the clubhouse and pavilion must be authorized by the supervisor of the facility. The only adhesive substances that may be used throughout the clubhouse and pavilion is masking tape and no adhesive substances may be used on painted surfaces. All decorations must be removed by the group or individual using the clubhouse and pavilion, or a penalty fee will be levied. (See Fee Schedule)

FEE SCHEDULE

SCHEDULE A - No rental fee will be charged for use of the clubhouse and pavilion by the following:

1. The Murray State University Foundation
2. The Murray State University Board of Regents
- 3.

clubhouse. The rental fee and the University charges are also due at this time. The damage deposit shall be refunded to the payor in part or full within two weeks after the scheduled event. Arrangements for payment of additional damages shall be made by the payor. b ge 869(al 708.6