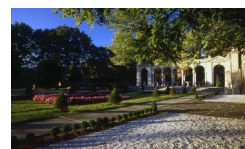
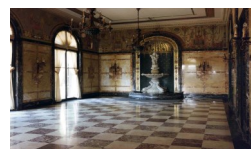


MONMOUTH UNIVERSITY SPECIAL OCCASION PHOTO APPLICATION

To be completed no more than 6 months in advance. Please complete this form in its entirety.
Read the Rules & Regulations thoroughly.



RULES AND REGULATIONS

- Reservations are not accepted more than 6 months in advance. Monmouth University (MU) reserves the right to book other events on the same date and time as scheduled photo session. Photo reservations are available Friday (after 5:00pm), Saturday and Sunday only.
- Arriving more than fifteen minutes after scheduled time may result in loss of your deposit as well as the photo session reservation if other parties or events are scheduled. Each photo session reservation is 60 minutes in length. MU reserves the right to charge an administrative fee of \$100.00 per hour or part thereof if undersigned and their guests have not left the booked location by the end of your reservation.
- West Long Branch Ordinances restrict the consumption of alcoholic beverages on campus. MUPD are authorized to and will enforce violations.
- Parking instructions will be provided in the letter of confirmation. It is your responsibility to provide your transportation company with the letter and parking instructions so the driver avoids parking in restricted areas which could cause delays.
- MU reserves the right to assign personnel it deems necessary to clean or repair any damages that remain after your party's departure. Any expenses related to cleaning/damages as result of photo session are the responsibility of the individual listed below.
- A security deposit of \$200.00 is required for **ALL** reservations. The deposit will be held against the below-listed credit card. The security deposit may be retained by MU if there are cleaning charges or damages related to the reservation. MU reserves the right to seek additional remuneration if cleaning charges or damages related to event exceed the security deposit.
- Any unforeseen events—such as war, national emergency, labor dispute, fire, casualty, natural disaster, pandemic/epidemic, power failure, etc.—beyond the control of MU might cause MU to cancel the reservation. In such case, MU has no obligation or liability whatsoever other than to return the deposit.

I, the undersigned, do hereby agree that I have read, understand and agree to the rules and regulations stated above. The Undersigned hereby agrees to release, hold harmless and indemnify Monmouth University, its officers, directors, employees, agents and students from and against any and all claims and liability for losses or damage to property or injuries to persons, including claims, demands, judgments, costs, damages, expenses or similar liability (including reasonable attorneys' fees and costs of litigation) whatsoever occasioned in whole or in part by or resulting from the acts or omissions or willful misconduct of the undersigned, its entire party, photographers, guests, contractors, licensees and invitees arising out of or related to the activities of the scheduled photo session, except to the extent that such personal injury or property damage is caused solely or in part by the gross negligence or willful misconduct of Monmouth University. The undersigned shall be responsible for any damage caused to Monmouth University's property as a result of his/her, the entire party's, photographers', contractors, licensees, invitees, and/or guests' activities conducted during the photo session and for any direct extraordinary custodial fees resulting from use of the facilities.

Signature

Print Name

Date

Special Occasion Photo Request Details:

- Special Occasion Date:** _____
 Requested Photo Time (reservation is 1 hour): _____
- Names of COUPLE:** _____
 - Connection to MU (Circle One):
 Alumna Non-Alumna Parent is Alumna
 - If Applicable, alumna's name and Year of Graduation: _____
 (If before 1990, please provide Social Security Number or student ID#): _____
 - Mailing Address: _____

 - Phone: _____
 - EMAIL: _____
- Location of Requested Pictures** (Please circle):
Wilson Hall: Inside building (\$250) Outside building (\$150) In & Outside (\$400)
MU Library (formerly Guggenheim summer Cottage): Outside building (\$150)
- Payment Information**
 - Name as it appears on Card: _____
 - Credit Card Type: Visa MasterCard Discover Amex
 - Credit Card Number: _____ Expiration: _____
 - Security Code: _____ Amount: _____

Payment by check is accepted for a reservation. A credit card is required for the security deposit.

Completion of an application does not secure or confirm a photo reservation.

If the application is approved, you will receive a confirmation letter from the University.

The payment and/or security deposit will not be held against the credit card until the application has been approved.

Please complete this form & return to:
Monmouth University
Conference & Event Services
400 Cedar Avenue
West Long Branch, New Jersey 07764

Phone Number: (732) 571-3473
 Fax Number: (732) 263-5284

CONFERENCE & EVENT SERVICES
MONMOUTH UNIVERSITY
 WHERE LEADERS LOOK *forward*