

We are confident that you will find our various spaces accommodating and staff committed to providing first-class amenities for your event. We are committed to making your event a great success.

AVAILABLE SPACES



Burton Family Hall of Champions

Located between the CFSB Center and the Gene W. Ray Center, the Burton Family Hall of Champions is home to the MSU Athletics Hall of Fame. With 2300 square feet of Racer history representing all of our programs, the Burton Family Hall of Champions is an intimate space perfect for staff meetings and corporate retreats!

The President's Suite – CFSB Center

The President's Suite is a private suite, accommodating up to 40 guests, overlooking the arena from the third floor of the CFSB Center. This 1000 square foot room is commonly used as a small conference room, a space for family events or parties, or in conjunction with arena events.

Features include:

- 55" 4K TV
- Private elevator access
- Private bathrooms
- Private kitchen area for food preparation

Dennis Jackson Racer Room – Roy Stewart Stadium

The 2500 square foot Dennis Jackson Racer Room is a first-class space capable of hosting up to 200 guests – a perfect space for birthday parties, wedding receptions, speaking engagements, company meetings, banquets and much more! This room is full of Racer pride with unique decorations and sport representation donning current Racer gear.



Features include:

- LED dimmable lighting
- Acoustic speakers and sound system
- HD projector and retractable screen
- Private bathrooms
- Elevator access
- Available parking near Roy Stewart Stadium

The Murray Room – CFSB Center

A home to numerous events year round, The Murray Room is an elegant venue within the CFSB Center and a staple in our community. The Murray Room accommodates up to 250 guests. An intimate space for banquets, speaking engagements and corporate functions, the Murray Room will leave a lasting impression on your guests.



Features include:

- LED dimmable lighting
- 4K resolution projector
- 4 – 55" 4K TV's
- Acoustic speakers and sound system
- Private bathrooms
- Private kitchen area for food preparation
- Available parking at facility

Other Venues

Murray State Athletics also has available space to host your event at any of our athletic facilities. For athletic contests, camps, tournaments, etc., please contact MSUAD Operations at msu.gameday@murraystate.edu.

RENTAL RATES

Rental rates for MSU Athletics Department spaces including those listed in this brochure and more can be found at GoRacers.com/Rentals.

ADDITIONAL SERVICES

Need additional equipment or staffing for your event? We have you covered! We have many items in our inventory to help make your event a success and fulfill your wish list!

Examples include:

- staging
- auxiliary sound systems
- pipe/drape
- video board ads
- event labor
- building trades
- Racer Dining by Sodexo

During your reservation period our team will consult with you on your needs, providing options and associated pricing.*

**Additional costs may apply.*



*Equal education and employment opportunities M/F/D, AA employer
Murray State University supports a clean and healthy campus.
Please refrain from personal tobacco use.*

FAQ

I have an event larger than 250 people – can you accommodate me?

Absolutely! Capacity restrictions apply, however within specific spaces we have hosted many large banquets, receptions and others on our CFSB Center Upper Concourses or on the Lower Arena Floor, accommodating events up to 500 guests!

What kind of setup can I do for my event?

Every event is unique. We remain flexible to fulfill needs based on your event. We have a variety of equipment that can be utilized to create the best appearance and efficiencies for your event.

Is insurance required to have an event?

Yes, groups not affiliated with Murray State are required to provide general liability insurance with coverage no less than \$1,000,000 per occurrence and \$3,000,000 aggregate. Certificate of Insurance shall name Murray State University, its staff and its Board of Regents as an additional insured under the policy.

Is alcohol permitted during my event?

Yes, groups may have alcohol inside our venues, as long as:

- ◆ alcohol exemption is approved in writing
- ◆ alcohol service must be a "cash bar" through an approved and licensed vendor
- ◆ vendor must provide a certificate of liability insurance
- ◆ service is provided through a licensed and qualified bartender and ensures compliance with all state and local laws related to alcohol
- ◆ food must be provided through the vendor at required minimums
- ◆ your event is not open to the public, and a ticket or other form of admission is required. Before any public announcement of alcohol at your event, written approval must be obtained.

Am I permitted to have catering in these spaces? Who is allowed?

Yes, you are permitted to cater food/drink service within our venues. While we do not restrict vendors, Racer Athletics preferred catering partners are:

- ◆ Racer Dining By Sodexo
- ◆ The Big Apple Grill and Bar
- ◆ Sirloin Stockade

If my event pertains to minors (below age of 18) are there any requirements?

On December 4, 2020, Murray State University adopted the Minors on Campus policy, which ensures oversight and training for events involving minors and hosted on University premises. The policy applies to University employees, students, volunteers and contractors who have direct contact with minors. Our team will assist with policy compliance.

Do I need to provide a deposit?

A deposit may be required for a large event requiring significant pre-event resource investment.

What is your cancellation policy?

Organizers shall give ninety (90) days written notice of cancellation prior to the date of the event to avoid a cancellation fee. Events booked within ninety (90) days may avoid cancellation fee within seven (7) day of contract receipt. Specific terms and conditions will be outlined in the license agreement.

BOOKING PROCEDURES

To book your event, please fill out the request form at [GoRacers.com/Rentals](https://goracers.com/rentals) and a member of our team will be in touch regarding availability and other information.

After discussing event details, you will be provided a cost estimate. Upon acceptance, we will provide a formal license agreement and obtain from you a proof of insurance covering your event.

After your event, we will provide you an invoice, payable net 15-days.

Have a question about scheduling an event?

Contact us at 270-809-3369 or at msu.gameday@murraystate.edu



MURRAY STATE ATHLETICS

EXTERNAL EVENTS AND FACILITIES GUIDE

