

UNIVERSITY STUDENT CENTER CONFERENCE & EVENT SERVICES OFFICE FACILITY GUIDELINES

In order to create a quality facility-use experience for all users, make sure to read over the following:

Violation of any of these guidelines will be reported to the University Student Center Conference & Event Services office and result in a written warning, which may include assessment of post-use, set-up, clean-up, and/or other fees. Second violation, or delayed payment of assessed fees may result in loss of scheduling privileges. If violation occurs, the Student Center has the right to end the event.

Prohibited Items

- o Smoking of any kind. Including hookah, e-cigs, vape pens, etc.
- o Glitter, confetti, rice, spray string, hay straw, or similar material.
- o Fog or Smoke machine.
- o Animals of any kind with the exception of Service Animals.
- o No spray paint or oil based paint.
- o Paint Disposal: paint supplies are not to be cleaned in the building or on campus.
- o Incense, candles or open flames of any kind.

Posting/Taping

- o Thumbtacks and nails are prohibited for use on any walls, ceilings, floors, furniture or equipment.
- o With prior approval, painter's tape is permitted for use when taping on walls. No taping on windows. All other tape is prohibited.
- o No posting posters and/or signs on walls inside or around the Student Center.

Furniture

- o Furniture and other equipment should not be moved from the original position in which the room was delivered.
- o Facility reservations include tables and chairs. Additional furniture or equipment added day-of event will be charged to the responsible party.

Other

- o Attendance must not exceed capacity based on the room layout that was requested.
- o Reserving party assumes full responsibility for any and all damages to the physical premises and property of the venue. In addition, the reserving party assumes full responsibility for all personal injuries that may occur while the premises are being occupied by the reserving party.
- o Reserving party must leave room at scheduled time to allow for refresh or reset of room prior to the next scheduled use.
- o Facility shall be used in accordance with the Student Center and University policy, local, state, and federal laws, and shall not be used for the purpose of organizing or carrying out unlawful activities.
- o Facility shall be returned in the same way it was given. Trash should be put in trash receptacles and all items brought in must be removed at end of event.

