

## Flowers Hall 230 Terms and Policies

Please read the policies and sign at the bottom of the page before completing the reservation form.

### **General Usage of the Room**

1. Reservations must be made using this form. Phone or email requests are not considered reservations. The room is only reserved when the completed form is received and signed.
2. Groups are responsible for their own set-up, take down, and clean up, ALL of which must be accomplished within the hours shown on the agreement form.
3. Groups must provide everything needed to conduct their event/meetings. The Liberal Art's staff will not be available as a resource for personnel or supplies.
4. This room has a Screen and Projector. You must bring your own IT personal from your department to help with setting up the technology. There is an adapter for PC only; you must bring your own adapter for if you have a MAC.
5. Day before or day of your event, a representative should check the room key out from The College of Liberal Arts office, Flowers Hall 313. The room must be locked at any time it is unattended. The key must be checked back in promptly the first working day after an event. Lost keys will be charged to cost center/fund number provided.
6. All trash must be placed in large bags, tied, and left for pickup. Please do not leave cans in the room overflowing or any loose trash in the room. Trash bags are available in the credenza under the large mirror.
7. Users will be charged if the room is not left in perfect order: tabletops cleaned, no spills, no broken glass, no damage to furniture, room reset, garbage removed, nothing taken from room, etc. Users must provide the university cost center and fund number that will be charged in the event that the room or its content require cleaning or repair.
8. No red wine or red beverages of any kind are permitted.

### **Conference Room Table/Chairs**

9. The room has a long conference table with 16 conference chairs. The table breaks down into 4 square tables that seat eight each. Eight black plastic chairs are also available for use. If you need other tables or chairs, you must arrange to have these delivered and picked up by Materials Management and Logistics. Conference chairs may be moved out if you don't need them, but the conference table(s) must remain inside the room.
10. If you are not going to use the conference table or if you need the long table broken down into the 4 tables, **you must contact Materials Management and Logistics for assistance in moving these tables.** They have glass tops and locking mechanisms that are easily broken.

I have read the above policies and I acknowledge that the usage of Flowers Hall 230 by any group is an acknowledgment and acceptance of these terms.

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Applicant's Name (Faculty or Staff member only)

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Applicant's Signature

Date