Faculty Center for Excellence

After Hours Space Usage and Events Policy 2019

The Faculty Center for Excellence (FCE) can accommodate a variety of faculty events and functions. To insure the safety of our guest and to preserve our facility, the following policies & procedures will be strictly enforced.

*\*The facility may not be used for activities deemed inappropriate by the partners of the Center.*

* When using the FCE after hours, you are responsible for your own set-up, catering, IT & A/V, and housekeeping.
* Furniture and equipment may be rearranged to meet group needs, however, at the event’s conclusion the room must be returned to the original arrangement.
* Nothing may be affixed to walls or other surfaces without prior approval.
* Our projection system uses a standard VGA cord [15 pin D-sub]. It is your responsibility to schedule time in advance of your meeting to verify your equipment is compatible with our system and/or if you need training. If you do not verify this in advance, we may not be able to accommodate your needs. We have 2 student assistants on-site Monday through Friday to assist with your needs.
* Space/rooms will be opened according to the time indicated on the reservation request. If set-up time is needed, please include that on your reservation and we will try our best to accommodate.
* User is responsible for clean-up during and at the conclusion of the event. An inspection will be performed by the FCE upon the conclusion of your event. Any damages incurred as a result of the event will be the responsibility of the user. (Clean-up: trash thrown away, tables wiped down, chairs pushed in, all equipment and facility lights turned off)
* FCE does not assume responsibility for personal property left by the user or guests prior to, during, or following the function.
* Lock facility doors and return key at the following next business day per the FCE key check-out policy.

**I have read and agree with the terms and conditions of this agreement.**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FCE Authorized Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*Failure to abide by the rules and procedures will result in revocation of center usage.***

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