

FOLLOWING ARE SOME MANDATORY REQUIREMENTS FOR USING THE ACC BUILDING
(Please initial each line to accept requirements of use)

_____ You will be personally responsible for the building – 1ST Floor Conference Rm, ACC Building.

_____ There must be someone stationed in the reception area, **at all times**, to ensure participants **do not wander** on other floors of the building. *(When a member of the Business Services staff is not present)*

_____ **All garbage and food** must be disposed of once the activity has ended – please double check.
 No food should be left in room whatsoever. *(After hours and weekend events)*

_____ You or your designee **must** be on hand until Security arrives to secure the building. In the event of an accident Security must be notified. Security can be reached at 693-1530. We would notify security of the activity and they would be available in the event of any emergency. *(After hours and weekend events)*

_____ **SETUP:** You are responsible for your individual setup. If setup is required there is a setup fee of \$125.00. An Interdepartmental Service Requisition should be submitted and credited to account number 100000-7110. (Setup will not be actioned until signed requisition is received).

_____ **CLEANING FEE:** An interdepartmental Service Requisition is required in the amount of \$200.00 and submitted to the office of Business and Fiscal Affairs prior to your event. Once the room has been checked by our office and all requirements have been met we will return your requisition. *(Requisition must be received prior to your event).*

_____ **REFRESHMENTS:** are not allowed in any room having carpet on the floor. In the case of the ACC building, catered food will be set-up in the vending machine room unless permission is granted to set-up in the conference room. (There will be a clean-up fee assessed of \$200.00)

_____ **FURNITURE:** may NOT be moved into or out of any room, balcony, or other area. If additional furniture is needed for your activity, please advise the Reservation Office ahead of time. If you would like to rearrange the furniture in a room, you may do so as long as the furniture is returned to its original arrangement by you after your activity.

_____ **SIGNS, POSTERS, or MATERIALS** of any kind may not be attached to the walls, windows, or outdoor wooden columns. The University's windows are treated with solar film which would be destroyed by tape applied to it. The use of candles, lighter fluids, matches or incendiary device may not be used in University facilities.

ACCEPTANCE - All terms and conditions as described in this Agreement are herewith accepted.

NAME OF PERSON COMPLETING FORM (PRINTED)

DEPARTMENT

SIGNATURE OF PERSON COMPLETING FORM*

DATE

NAME AND SIGNATURE OF DEPARTMENT HEAD

DATE

Official University Use Only:

Facility Use:

APPROVED **NOT APPROVED**

Fee(s) Deposit

Approved By: _____

Date: _____