

SEEC Space User Responsibilities

Please review and acknowledge your agreement with the following rules in order for your reservation to be confirmed:

1. Do not move ANY furniture out of the conference room; you will be charged for replacements if furniture is missing.
2. Report any A/V issues or broken furniture immediately.
3. Turn off all flat screen displays.
4. Turn off all projectors.
5. Wipe down the tables and chairs if you serve food during your meeting.
6. Return furniture to the original configuration.
7. Clean up all spills and report them so that appropriate cleaning can be scheduled, hopefully before a stain becomes permanent.
8. Remove all trash. Take ALL pizza boxes and any full trash/recycle bags to the loading dock. Do not leave any trash bags in the hallway or lobby.
9. If you used a caterer, including (and particularly) the UMC, supervise their pick up and clean up. Do not count on your caterer to be your clean-up crew.
10. Turn off lights and make sure all doors are closed after your event.

Failure to abide by this agreement will result in a minimum charge of \$100 to your department or program, up to the full cost of replacement of missing items or any additional cleaning.

Signature

Printed Name

Date

Speedtype