

SEEC Space User Rules and Responsibilities

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

1. The CU entity (department/institute/program etc.) hosting an event is responsible for the space, furniture and AV. If damages are incurred during the event, the CU entity is responsible for repairs or replacement.
2. Do not tape signage to any doors, walls or windows.
3. Return furniture its original configuration.
4. Do not remove any furniture from its designated room; you will be charged for replacements if any furniture is missing.
5. Report any AV issues or broken furniture to SEEC administrative staff.
6. Turn off all displays.
7. Turn off all projectors.
8. Wipe down the tables and chairs if you serve food during your event/meeting.
9. Immediately clean up all spills and report the spill to SEEC staff for proper follow up cleaning to prevent staining.
10. Do not overfill trash/recycling receptacles. Take all pizza boxes and any full trash/recycling bags to the SEEC loading dock. Do not leave any trash bags in the hallways or lobby areas.
11. If you used a caterer, you must supervise their pick up and ensure the area is properly cleaned. Do not count on your caterer to be your clean up crew.
12. Turn off lights and make sure all doors are closed when you leave.

Failure to abide by these rules and responsibilities 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 that is needed.

Signature	Printed Name	Date
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