

Student Union Meeting Room Rules Agreement Form

In order to create a quality meeting experience for all users, please adhere to the following **Student Union Meeting Room Rules:**

- Only persons allowed to use Meeting Room Projector and/or Screen Controls are SU AV Technicians assigned to Meeting Rooms by request.
- Meeting Room attendance must be within- posted Fire Code maximum capacities for whatever style room is set to accommodate.
- Furniture should be replaced to original position (at start of meeting) prior to departure after meeting.
- Meeting Room furniture is not to be moved into adjacent hallway(s) and furniture in hallway(s) is not to be moved into Meeting Room.
- Meetings where food or beverages will be consumed must have a Food and Beverage Approval Form on file in Event Services Office and approval should be indicated on Meeting Room Door Card.
- Helium filled balloons present a fire hazard and are not allowed in the Student Union.
- Air Horns are not allowed in the Student Union.
- Thumbtacks or pushpins may not be used on any Meeting Room wall.
- Items may not be affixed to Meeting Room walls except with blue "painters tape".
- **Do not apply pressure to any acoustic-paneled walls.**
- Standing on tables and chairs is not allowed.
- Use of glitter, glitter glue, and/or confetti is not allowed.
- Groups must leave room at scheduled meeting end time to allow for refresh or reset of room prior to next scheduled use, and/or to facilitate building closing procedures.

Violation of any of these rules will be reported to Event Services Office and result in a written warning, which may include assessment of post-use set up, clean up, and/or other fees. Second violations, or delayed payment of assessed fees may result in loss of scheduling privileges.

Name/Date of Event: _____ Time: _____

Room(s): _____ Attendance: _____

Name of Organization or Department: _____

Address/Student Organization Box #: _____

I have read and agree to the terms herein:

Printed Name: _____ Position in Organization: _____

Phone (required): _____ Email (required): _____

Signature: _____ Date: _____

Event Services: _____ Date: _____