

Humanities Center Room Rental Agreement

Policies and Information

General Information

- Hours you request for your event should include set-up and clean-up time.
- Requests are not approved until you receive an email confirmation.
- Once reservation is confirmed, a site visit will be scheduled to view the layout and receive training on the technology in the space.

Set-up and Clean-up

- Nothing should be attached to the walls, doors, or windows.
- Return the room to the same state it was in before you used it. This includes turning off any technology (including TV screen), erasing the white board(s), picking up all food items and trash, and leaving the room in an orderly condition suitable for the next event.
- If you reconfigure the furniture in the room, return it back to its original configuration.

Safety and Security

- Check out a key for events scheduled outside of business hours (Monday-Friday, 9am-5pm).
- Lock all external doors and ensure all doors are locked, including the gallery doors.
- You are responsible for any damages to the facility, furniture or equipment. There is a charge to replace any lost or damaged items.

A/V and Technology

- We do not provide A/V support.
- You are responsible for scheduling a training prior to the event.
- You must make your own arrangements for media and audio/visual equipment: laptop, laptop remote, microphones, etc.
- The Salon is equipped with a podium (no microphone) and a TV screen with laptop connection (HDMI or VGA). Given that the laptop connection is located behind the reception desk and not next to the screen itself, a laptop remote is suggested.
- The Seminar room is equipped with a SMART Board and room computer. You can connect your personal laptop via ClickShare (equipment provided) or bring your own HDMI cords. An A/V Manual is located in the room.

Equipment and Work Requests

- Make your own arrangements for furniture requests including: music stands, stools, belly bars, additional tables.
- For equipment or services, contact: USD Catering, ITS, Media Services, Facilities, etc.

Food Policy

- Catering must consist of cold foods only. No warm or hot foods allowed.
- Dispose of all trash and recycling in the appropriate bins.

By signing this agreement, I certify that I have thoroughly read and agree to all of these policies. I understand it is also my responsibility to notify attendees and any other event hosts of these policies.

Name

Date