

GUIDELINES FOR FACILITIES USAGE

The Student Union and some classrooms are available for use by chartered student organizations, university divisions and departments. The Student Union is also available on a limited basis to non-commercial organizations.

GENERAL GUIDELINES:

- ✓ Candles/open flames are not allowed in Truman facilities.
- ✓ Smoking is prohibited.
- ✓ Dispose of litter and be sure the room is neat following any scheduled event. IN CLASSROOMS, be sure all trash is removed following your event as there are NO WEEKEND CUSTODIANS in most buildings. Put all furniture in the room back the way you found it. Failure to leave classrooms in an orderly condition may result in LOSS OF RESERVATION PRIVILEGES.
- ✓ Vacate reserved room as soon after your meeting as possible, since another group may be scheduled following your departure

STUDENT UNION USAGE

- ✓ Events must end one half-hour before building closing time. Please allow time for gathering belongings, etc. when planning your event's ending time.
- ✓ Tacks, nails, or tape MAY NOT be attached to walls, woodwork, windows, or doors. Easels may be checked out in the Union Office.
- ✓ Furniture should be moved by UNION PERSONNEL ONLY, primarily because of liability considerations. Set-up arrangements must be made in advance of an event.
- ✓ All food in the Student Union must be provided by Sodexo, the university dining services.
- ✓ No substances are to be brought into the Union which may cause a health or fire hazard (example: straw).
- ✓ Return A/V equipment borrowed from Media Services to the Union Office following your event.
- ✓ Panhellenic Recruitment parties may only be set up using specific diagrams. Please contact the Union Office for set ups for the room you have been issued.

CANCELLATIONS

If your meeting is cancelled, please fill out a cancellation form in the Student Union Administrative Office AT LEAST 48 HOURS IN ADVANCE so that the room can be made available for use by another group.

**FAILURE TO FOLLOW GUIDELINES MAY RESULT
IN LOSS OF RESERVATION PRIVILEGES!!**