

Proper Care and Use of Facilities Policy for the Health Innovation Center

It is expected that proper care will be taken of the Health Innovation Center facilities. The following policies and procedures apply to all Users, individual and group sponsored events held in the facility:

1. Smoking is prohibited inside the facility.
2. Candles are not permitted in the facility.
3. Tacking items to the walls is not permitted.
4. No sitting on tables or counters.
5. It is the responsibility of the User to place all trash in the conveniently located receptacles and leave the room in good condition.
6. The sponsoring organization (User) will be held accountable for damages caused by any individual and shall be held financially responsible for the extent of the damage. (Section V in your Use Agreement)

Cleaning/Damage Fees

In addition to rental fees, labor charges will be assessed when an excessive amount of cleaning is required to return the areas utilized to a condition adequate for continued use. Extra charges will be assessed for damages resulting from chewing gum, candle wax or misuse of any furnishings or equipment requiring repairs or replacement. Users will be notified in writing of all damages and charges. Assessed labor and damage fees must be paid in full.

Decorations

Decorations, displays or exhibits that require flame or water cannot be used in the Health Innovation Center. The User will be billed for labor, supplies, and equipment rentals.

No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as "floor tape." Regular masking, box, scotch, or duct tape is not permitted on any walls, floors, or ceilings. Blue painters tape may be used on walls. Tape will not be provided.

No decorations may be glued to any surface. No pins or tape (except for blue tape) may be used to affix posters, paper, etc., to the walls, tables, etc. No decorations may be hung from ceiling tiles or ceiling grids.

No glitter, confetti, sequins, or sand filled items may be used.

Decorating plans not addressed within this policy should be reviewed by the Health Innovation Center staff prior to the event. If needed, building staff will assist your organization with alternative ways to hang materials that will not damage walls or finishes. These alternate arrangements must be resolved at least two days prior to the event.

Any damages done will be repaired by the Health Innovation Center, and the User will be billed for all costs incurred on the basis of materials required and staff time. Similarly, excessive cleaning charges will be billed to the User.

Storage

Storage of event items prior to or after the event is not available.

Vendors

All vendors your organization has contracted to provide service(s) for your event must be shared with the Health Innovation Center staff. The vendor's company name, personal contact and phone number must be provided at least one week prior to your event. They must follow the policies and procedures listed above and can direct any questions to the Health Innovation Center staff.

Failure of Compliance

User shall comply with this Proper Care and Use of Facilities Policy, and all policies and procedures outlined in the attached contract (Use Agreement for Campus Facilities). Failure to comply will result all applicable charges and also the suspension of future use of Health Innovation Center facilities.