
GREEN ROOM USAGE GUIDELINES

1. All set-up and clean-up are the responsibility of the user. Users will be charged for extra cleaning time at the current University rate.
2. Use of the kitchen includes: ice machine, refrigerator, two eight-foot tables (UPON REQUEST) and microwave. A punch bowl is available upon request from the College Office. No leftover food and/or beverage is to remain in the refrigerator.
3. Clean-up following the event IS required. Trash bags are provided and should be put into the large barrel located in the kitchen after your event. At the end of the event, ALL reception trash is to be taken to the dumpster at the loading dock (located off of the entrance by first-floor elevator).
4. All utensils and punch bowls are to be washed (dish soap is provided under the sink) and returned to the cabinet above the sink. Extra chairs are to be stacked in kitchen.
5. User will be charged full replacement cost for any damage.
6. Please keep refreshment tables positioned on the tile floor ONLY.
7. Permission must be received, from the Office of the Dean, for the consumption, serving, possession or sale of alcoholic beverages in the Moore Musical Arts Center. Whenever permission is granted, it is understood that all legal responsibilities as outlined in the *Student Code* must be observed, and the sponsor will be held liable.
8. Please sign to indicate your agreement to the above terms and bring this form to the Public Events Office for approval and signature of the Director.

Green Room Usage Guidelines

Name of Performer(s) _____ Date of Event _____

Signature of Sponsor or Faculty Advisor (if applicable) _____

Signature of Performer _____ Date _____

Signature of Director of Public Events _____