
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: refrigerator, microwave, and all college-owned utensils, bowls, platters, etc.
3. At the end of the event clean-up is required. ALL trash is to be taken to the dumpster at the loading dock (located off of the entrance by first-floor elevator). Trash bags are provided located in the kitchen cabinet above the stove. No leftover food and/or beverages are permitted to remain in the refrigerator or on the counters.
4. All college-owned utensils, punch bowls, dishes, etc. are to be washed (dish soap is provided under the sink) and returned to the cabinet above the sink.
5. At the end of the event the room must be reset as shown on the diagram located on the wall by the Green Room entrance. All extra chairs are to be stacked onto their carts (15 per cart) and stored in the kitchen area. Any furniture brought into the room must be returned to where it was gotten from.
6. User will be charged full replacement cost for any damage.
7. Please keep refreshment tables positioned on the tile floor ONLY.
8. 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.
9. Please fill out the below information and check the box where shown to indicate your agreement to the above terms. **Please email the completed form to the scheduling manager at kwhofac@bgsu.edu.**

Name of Performer or Event

Date of Event

User's Name

Date

By checking this box I indicate my agreement to the terms above.