
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 and microwave. A punch bowl is available upon request from the college office. No leftover food and/or beverages are 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 trash is to be taken to the dumpster at the loading dock (located off of the entrance by first-floor elevator).
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. Chairs are to be stacked onto their carts (15 per cart) and stored in kitchen area.
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 sign to indicate your agreement to the above terms and bring this form to the scheduling manager, rm. 0107, to reserve the space.

Name of Performer or Event _____ Date of Event _____

User's Name (please print) _____

Signature of User _____ Date _____