Policies for the Use of HRC Facilities

Use of Housing and Residential Communities (HRC) facilities and grounds must be in accordance with HRC, Division of Student Life, and The University of Alabama Guidelines and Policies.

Housing and Residential Communities strives to provide a safe and inclusive environment for all students, faculty, staff, and guests at The University of Alabama. All events, patrons, and visitors are expected to adhere to established facility policies, University regulations, Board of Trustees policies, Student Code of Conduct, as well as federal, state and local regulations and policies at all times while in the facility regardless of activity.

These policies are in effect at all times while visiting the facility. Persons not in accordance with these policies will be asked to leave the residence hall. HRC maintains the right to cancel without advance notice any event not in compliance with these regulations.

Our office assists customers in scheduling and planning for events using HRC event space. This includes room reservations, technical support, and setup. HRC staff works with the customer to make their event successful and in accordance with state, university, and departmental rules and regulations.

It is the responsibility of the person requesting use of HRC facilities and services to ensure that events and patrons are in compliance with all applicable regulations. Oversight of the event is the responsibility of the customer. Customer must designate an Event Coordinator or Representative to be present on-site during reserved times.

- The University of Alabama designates its buildings, entrances and all related grounds (including parking lots and decks) as tobacco free.
  - Definitions used for tobacco free. Smoking: includes inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or pipe. Tobacco Products: refers to all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, and smokeless tobacco products.
  - The University of Alabama is a smoke free campus. The full text of the University policy may be found https://www.ua.edu/campuslife/smokefree/
- Dangerous weapons are not allowed on campus at any time. Please see the University policy at https://www.ua.edu/about/policies/files/UA-Dangerous-Weapons-Firearms-Policy(FINAL).pdf
- For health and safety reasons, all persons entering the residence hall must wear proper attire, which includes shirts and shoes. Persons not wearing proper attire will be asked to leave the premises. Exceptions for cultural, religious, or other reasons may be made at the direction of HRC staff.
- At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked by individuals, an event or event set-up. All event set-ups must observe fire code and comply with the Americans with Disabilities Act of 1990 (ADA).
- For the safety and security of all patrons, lights are required to be on in all occupied areas. In some areas, light levels may be adjusted in accordance with the building staff.
- Any form of soliciting, stopping or blocking traffic in the building to campaign or sell items is not allowed.
- Photography and filming in the facility is permitted with prior approval from the Communications Specialist within HRC or designee. Event organizers wishing to film inside the reserved space for their own personal use is permitted without approval. HRC staff reserve the right to dictate the locations where filming is permitted as to not interfere with daily building operations. Filming of students and/or occupants within the residence hall is not allowable.
- Parking, riding or walking of bicycles, skateboarding, rollerblading, and use of outdoor sporting equipment such as balls, Frisbees, golf clubs, bats, lacrosse sticks, etc., are not permitted inside HRC facilities. Possessing or using any motor-driven vehicle, which includes, but is not limited to, scooters and unmanned aircraft systems or drones, inside a facility is also prohibited, except for devices required by a person with a disability.
• Creating litter, or throwing, discarding, or depositing any paper, glass or other matter of any kind, except in designated trash and recycling receptacles is prohibited. Rummaging through or removing items from the trash and recycling receptacles is prohibited.
• Intentional misuse, defacement or destruction of HRC facilities or equipment is prohibited.
• To respect the living and learning community environment of our residence hall occupants, excessive noise is not permitted in the building.
• All individuals using HRC facilities are to act responsibly. Individuals who display disruptive, dangerous or inappropriate behavior will be asked to leave and may be prohibited from using facilities in the future.
• Sitting on anything other than chairs or benches designed for such purposes located in designated areas is prohibited.
• Gambling in any form is not permitted in the facility.
• For health and safety reasons and with the exclusion of service animals, pets are prohibited in the HRC facilities. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals and are not allowed in the facility unless otherwise approved by HRC Administration. For more detailed information on service animals, please see the full policy at https://www.ua.edu/about/policies/files/Animal%20Control%20Guidelines%20and%20Assistance%20Animal%20Policy%20(final%20approved).pdf
• HRC will not be responsible for any lost, stolen, or damaged personal property belonging to visitors to the facility. All lost and found items brought to the Front Desk will be turned over to UAPD.
• Only the building staff will be authorized to relocate furniture or equipment within the building. Any costs associated with relocating furniture will be the responsibility of the requestor.
• Electrical equipment connection to facility electrical outlets must comply with state fire code regulations and OSHA safety regulations. The use of power strips and extension cords are not permitted in a “daisy-chain” manner.
• Reserved space in the building may not exceed occupancy capacity. Events that exceed specified capacity will be canceled for safety reasons.
• Fire alarms and all other emergency equipment are provided for the protection of the public and building patrons. Tampering with or misuse of emergency equipment is strictly prohibited and punishable by State of Alabama law.
• The use of candles or open flames in HRC buildings is prohibited. Violation of this policy will result in damage fees, suspension of reservation privileges and/or cancellation of the event.
• Failure to adhere to any of the guidelines may result in additional fees to the individual, department, or group and could include loss of privileges.

1. Limited HRC space is available for reservation:
   a. by the following user types:
      i. Registered Student Organizations
      ii. University Departments
      iii. University Guests (including non-university organizations, non-university individuals and student, faculty, staff, alumni for non-departmental or nonstudent organization use)
   b. To accommodate the living environment of student residents, Hours available for Event space are 10 am – 10 pm during normal operations.
   c. In order to best serve Customers, reservations must be made no later than ten (10) business days prior to event with approvals attached/provided, if applicable. Some examples of approvals if applicable are MySource for student organizations, request for sale of items, and request for photos or filming.
2. All requests for the reservation of HRC facilities and services must be filed using the online Reservation Request form. Rooms and facilities available for reservation are listed on the HRC website:
   a. The staff has the authority to deny the proposed use of facilities at any time, or to impose, at any time, limits on the scope, conduct, security needs or audience size of any event in order to carry out the provisions of these policies. HRC staff may also require, as a condition of use, the services of additional maintenance, technical, or security personnel.
   b. Rooms may be reserved prior to an event for decorating based on availability.
   c. HRC reservations are considered confirmed only after the contract has been signed and the deposit, when required, has been received.
   d. The customer, not HRC or the University, is responsible for loss of or damage to any personal property of the customer, their guests, agents, employees or invitees, located within the Facility or on University property, before, during or after the term of the event.

3. Financial Obligations for Facility Use
   a. Payment Schedule/ Deposit Amounts
      i. Registered Student Organizations: Payment in the amount of the full room rental is due seven (7) business days from the date of holding the room or date contract is due, whichever is earlier. The event may be canceled with charge and the space released for non-receipt. Deposits are non-refundable. Payment for remaining charges must be collected within ten (10) business days from date of invoice.
      ii. University Departments:
         1. All University Departments are required to submit the Fund, Organization, Account & Program (FOAPAL) information that will be charged for the event when requesting a room. Department (non-sponsored) reservations will be charged on a weekly basis from date of event using the FOAPAL submitted. However, HRC reserves the right to post the charge to the FOAPAL when making the room request.
         2. For UA department-sponsored events, payment in the amount of the full room rental is due seven (7) business day from the date of holding the room or date contract is due, whichever is earlier. The event may be canceled with charge and space released for non-receipt. The full room rental will be charged on a weekly basis using the FOAPAL submitted from the date of holding the room. Deposits are non-refundable. Payment for remaining charges will be charged on a weekly basis from date of event using the FOAPAL submitted.
      iii. University Guests: Payment is made via on-campus sponsor. See a.i. or a.ii. above.
   b. Failure of an organization or individual to meet financial responsibility for damages incurred in a facility during the terms of occupancy, failure of such an organization or individual to reimburse HRC for stipulated and required service, misrepresentation by an authorized representative in regard to a facility reservation request, or failure of officers, members or their guests to observe provisions of these HRC Reservation Policies may subject an organization and its officers as individuals to a denial of further use of facilities, services and programs within control of HRC as well as discipline through the Office of Student Conduct, for students and student organizations.
   c. Registered student organizations and University departments may not reserve space for other organizations for the purpose of lower rates or to extend limitations for reservations as outlined in this document. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event. HRC reserves the right to evaluate and make final determination of appropriate rates. If intentional misrepresentation has occurred, this may result in suspension of reservation privileges for the organization that holds the reservation, in addition to being charged the higher of the two rate structures.
d. Any unfulfilled financial obligation to HRC may result in loss of reservation privileges, collection agency action, and/or charge to a University account.

   i. By completing a Reservation Request form, the Customer, its officers, and representative(s) agree to the following:

      1. Customer and its officers and representative(s) will be personally responsible for, and agree to pay, all costs and fees of collection, including late payment fees, interest, collection fees of third party agencies or attorneys (up to 40% of the principle, interest and late charges accrued prior to referral to such agency or attorney), court costs, and/or any other charges necessary for the collection of this debt.

      2. Authorize The University and/or their respective agents and contractors to contact Customer, its officers, and/or representative(s) regarding account at the current or any future number that is provided including any cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

      3. This agreement is subject to the laws of the State of Alabama, without regard to its conflict or choice of law provisions. Customer, its officers, and representative(s) irrevocably consent to the jurisdiction of the state and federal courts located in Tuscaloosa County, Alabama, in any lawsuit arising out of or concerning this agreement, or the enforcement of any obligations under this agreement, including any lawsuit to collect amounts that Customer may owe as a result of this agreement.

ii. Billing disputes must be submitted to Director of HRC Finance within ten (10) business days of the invoice date in order to be reviewed.

iii. Exceptions to any of the guidelines, policies, or fees mentioned in this document require the approval of Executive Director or designee.

4. Sales at Events

   a. The University Supply Store is the official vendor on campus and has the “exclusive franchise and license to conduct all mercantile activities of all and every sort, kind, and description on the campus of the University of Alabama.”

   b. All events requesting to sell items at an event must request approval from the Director of the University Supply Store. Requests can be made by contacting the University Supply Store. Requests should state the name of the business/vendor, a description of the items to be sold, and the tentative dates of the reservation.

   c. Sales of items may also require a “stand license” from the City of Tuscaloosa. If applicable, stand license must be provided no later than ten (10) business days prior to the event.

   d. If initially approved, the vendor will be e-mailed a Vendor Use Agreement to be signed and returned to the Supply Store along with a stated per day vendor fee payable to the University Supply Store at least 48 hours before the first day of the reservation. An additional $50 per day fee must be paid to HRC.

   e. All products sold in the facilities will be jointly approved by the University Supply Store and HRC staff. University Supply Store approval must be submitted to HRC at least ten (10) business days prior to the event.

   f. If HRC denies a vendor request, the vendor may appeal the decision to the Executive Director. The decision of the Executive Director will be final.

5. Directional Signage & Event Notifications

   a. The following promotional materials are allowed in the HRC facilities subject to the noted limitations:

      i. Poster signs and A-frames are not allowed in HRC facilities as forms of advertising or as directional signage for events. A-frames are permitted outside of the facilities the day of the event and must advertise or direct guests to events within the building. Signs may not block pedestrian traffic and are limited to one sign per entrance. Before placing an A-frame at any entrance
approval must be granted by HRC staff. HRC staff reserve the right to remove any A-frame or other signage not complying with this policy.

ii. Easels are allowed in event spaces, next to registration or display tables, and directly outside the door of any event space. Signs may not be in the line of traffic, blocking a stairwell, or blocking access to life and safety devices at any time.

iii. HRC staff reserve the right to move any sign not in an approved location or blocking life and safety services.

iv. Groups choosing to place signs in the spaces provided are responsible for removing the signs at the end of the event.

v. Signs may not be taped to HRC doors or around the building at any time.

6. Reservation by User Type

   a. Annual Events-Priority Reservation System
      i. In June of each year HRC will begin accepting annual event reservations from registered student organizations and University departments for events taking place up to two (2) academic years out.
      ii. University guests may make reservations for up to one (1) academic year out.
      iii. Annual event reservations will be received on a priority basis before taking general reservations.
      iv. Annual reservation priority order: (1) University-wide annual events (Week of Welcome, University Days, Bama Bound, etc.) (2) Registered student organizations and University departments (large annual events only e.g., Family Weekend, Chinese New Year, Greek Week, School of Music, Theater Department).
      v. Exceptions are made for HRC events and other Student Life departments.

   b. Student Organizations
      i. Registered student organizations in good standing with the The Source are eligible to reserve space. Only student officers and members of registered student organizations that have been Event Smart Certified are permitted to make reservations for HRC spaces.
         1. Student organizations are eligible to make series, individual meeting room, and promotional (including information table), reservations beginning April 15 for the upcoming academic year and are not to exceed one reservation per month (unless otherwise noted in this document).
         2. Additional reservations are allowed on the first day of each month for the following month.
         3. Series and individual meeting room reservations must be submitted via the online Reservation Request form no later than ten (10) business days prior to event.
         4. All student organization sponsored events hosted on-campus require an “Online Event Planning Form” to be submitted and approved prior to the event reservation being approved by HRC.

   c. University Departments
      i. University departments are eligible to reserve space.
      ii. University departments are eligible to make series, individual meeting room, and information table reservations beginning May 1st for the upcoming academic year and are not to exceed one reservation per month (unless otherwise noted in this document).
      iii. Additional reservations are allowed on the first day of each month for the following month.
      iv. Series and individual meeting room reservations may be submitted via the online Reservation Request form.
      v. Meeting rooms in HRC are not intended for classroom scheduling. Request for exemption to this policy should be made in writing to the Executive Director.
d. University Guests
   i. Individuals, without University affiliation, and Non-University Organizations are eligible to reserve space. However, they must be sponsored by a university affiliated group (University department or registered student organization), complete a Facility Use Agreement and the Client Sponsorship Request form, are subject to the guidelines in this manual, and pay a guest rate for use of the facilities.
   ii. Persons who are guests at a function operated by HRC may be limited in their use of the venue accommodating the function, to which they have been invited, and other general public facility and service areas.

e. Co-Sponsorships
   i. Student organizations or University departments making initial reservations are to be held as the responsible organization for the event.
   ii. The UA-sponsoring organization (student organization or university department) is required to pay all fees, including but not limited to space rental charges, charges for special requests, and damage charges for sponsored University Guest reservations.
   iii. Registered student organizations and University departments may not reserve space for other organizations for the purpose of lower rates or to extend limitations for reservations unless otherwise noted in this document.
   iv. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event.
   v. HRC reserves the right to evaluate and make final determination of appropriate rates for the reservation based on the above as well as determine whether misrepresentation has occurred.
   vi. If intentional misrepresentation has occurred, this may result in the organization holding the reservation being charged the higher of the two rate structures. This also may result in suspension of reservation privileges in HRC facilities.

7. Movies and other Copyrighted Materials
   a. In compliance with the Federal Copyright Act (Title 17 of the United State Code) regarding film and video piracy, anyone wishing to show a film or other copyrighted material in any HRC venue must first obtain a public performance license agreement.
   b. Neither the rental nor the purchase of a videocassette, DVD or Blu-ray disc, nor the subscription to an online streaming service such as Netflix, carries the right to show it outside the home.
      i. Registered Student Organizations requesting to show a film or play copyrighted material in a HRC managed space must complete the Online Event Planning form found on The Source’s website. The license must be submitted to HRC ten (10) business days prior to the event date providing permission to show copyrighted materials in public settings. If the Online Event Planning form and license is not received the copyrighted material will not be permitted and/or the event may be cancelled at the customer’s expense. Reservations for these events will not receive a confirmed status unless the Public Performance license has been approved.
      ii. University departments and University guests must obtain the license and provide a copy to HRC ten (10) business days prior to the event date.

8. Gambling – (including Raffle Tickets)
   a. Any student found to have committed the following acts of misconduct is subject to the disciplinary sanctions outlined in the Code of Student Conduct:
      i. The operation of any form of gambling business or any activity sponsored by an organization (identified as an approved University organization) is not permitted. Any student or group of students who accepts or manages a large number of wagers or who provides the mechanisms for wagering or for playing games of chance for profit will be presumed to be operating a gambling business.
ii. For this reason, Student Organizations are NOT to engage in any form of raffling, guessing, or game of chance for the purpose of fundraising in HRC facilities.

b. University departments and guests may not conduct gambling on University property. This includes gambling where money is not being exchanged and rented gaming equipment from local rental vendors.

9. Event Planning
   a. All event room set up arrangements must be made ten (10) business days prior to your event date.
      i. Room sets that require changing mid event will incur an additional fee.
      ii. Tables, chairs, and limited amounts of other equipment come standard with most event rooms.

10. Audio Visual & Equipment
    a. Requests for tech/media services must be made ten (10) business days prior to the event date.
    b. Late requests may not be able to be accommodated and/or may result in additional fees.
    c. HRC reserves the right, at its discretion, to require an AV tech at the customer’s expense if the event necessitates one.
    d. Setup of all stage sets and program support equipment will be accomplished by or be under direct supervision of HRC staff.
    e. Due to the potential damage and the increased depreciation cycle for mobile items, the use or rental of HRC AV and Non-AV equipment or other furnishings is not allowed outside of facilities controlled by HRC.

11. Catering
    a. The University of Alabama reviews the use of catering firms and has developed a list of caterers that meet certain requirements, and who operate within the terms of a licensing agreement.
    b. This license arrangement is not a guarantee of business, but is necessary to be eligible for consideration of any catered events at UA.
    c. With a growing concern of food borne illnesses, the University must take steps to ensure catering firms are taking appropriate steps to properly prepare, transport and serve food and beverages provided to students, faculty, staff and guests.
    d. In addition to food safety, the University requires all caterers provide evidence of insurance and the business licensure and health permits as required by law.
    e. Please visit the University’s Outside Vendor Catering Program on the risk management website for a complete list of approved caterers.

12. Event Personnel and Security
    a. Please visit the University’s Security Vendor Program located on the risk management website. Only UAPD or approved security vendors may be used.
    b. The sponsoring student organization, department or outside group should take adequate precautions for the security and safety of individuals in attendance.
    c. The sponsoring organization, department or outside group is responsible for booking all security and crowd control personnel who are necessary to protect the premises from any property damage or acts of vandalism, and in order to provide adequate crowd control.
    d. As determined by UAPD and/or designees of the Division of Student Life, certain events may be required to have security present.
    e. The security vendor fees must be covered by the student organization, department or outside group.
    f. The required number and type of security for the event will be determined based on the following:
       i. nature of said event
       ii. number of individuals projected to be in attendance
       iii. location, time, and date of event
       iv. Other factors, which may be determined, are advertising, closed vs. open events, expected crowd size, money collection, risk assessment, and whether tickets have been sold, etc.
g. The sponsoring student organization, department or outside group must ensure that only those individuals who are their guests are allowed to enter the premises.

h. All children shall be accompanied by an adequate number of supervising and responsible adults, and, if applicable, the sponsoring group must agree to comply with UA’s Youth Protection Policy found at https://www.ua.edu/about/policies/

13. Insurance

a. Unless granted a specific exception by UA, sponsoring organizations must provide to UA a certificate of liability insurance from a carrier acceptable to UA with an A.M. Best rating of A - VII or higher, as evidence of insurance coverage for the use of the Premises and the Event.

b. This insurance shall be primary coverage, and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity.

c. The insurance must name The Board of Trustees of the University of Alabama, its agents, officers, and employees, as additional insureds. Insurance shall be in the following minimum amounts (Combined Single Limit): $1,000,000.00 per occurrence and $2,000,000 annual aggregate.

d. Additional amounts may be required of sponsoring organizations based upon the circumstances.

14. Indemnification

a. Customers using HRC facilities agrees that neither The Board of Trustees of The University of Alabama nor HRC nor any of their employees, trustees, or representatives shall not be responsible for any loss or damage to Customer’s property or injury to persons due to the negligent or intentional acts of Customer, of Customer’s employees or agents, or of persons attending Customer’s event. Customer agrees, at its sole cost, to indemnify and hold harmless The Board of Trustees of The University of Alabama, its affiliated foundations, and each of their respective trustees, directors, officers, employees and agents from and against any and all loss, damage or liability resulting from demands, claims, suits, or actions of any character presented or brought for any injuries, including death to persons for damages to property caused by or arising out of any negligent (including strict liability), wanton, reckless, or intentional act or omission of Customer or Customer’s associates, including, but not limited to, acts of child or sexual abuse, or which otherwise arises out of, relates to, or is attributable to, Customer’s use of HRC facilities and conduct of the event. This indemnity shall apply whether the same is caused by or arises out of the joint, concurrent, or contributory negligence of any person or entity. Further, Customer’s indemnification obligations exists even if coverage for these items and/or the conduct from which they arise is excluded under any of Customer’s policies of insurance or reinsurance or if coverage under these policies has been exhausted. The foregoing indemnity shall include, but not be limited to, court costs, attorney’s fees, costs of investigation, costs of defense, settlements, and judgments associated with such demands, claims, suits or actions.

b. In addition to Customer’s indemnity obligations set forth above, Customer using HRC facilities agrees that it is solely responsible for any damage to HRC facilities or loss or damage to HRC property or equipment caused by any negligent (including strict liability), wanton, or intentional act or omission of Customer or Customer’s associates. Customer agrees to pay for all repairs, replacements, and cleaning that result from the improper use, neglect, vandalism, or abuse of the HRC facility or property, by Customer or Customer’s associates. In the event of any such damage or loss HRC shall calculate the cost of repairing such damage, including labor charges, which may include overtime, or replacing property and present an invoice of said charges to the Customer. Customer agrees to pay HRC upon demand, within seven (7) business days after presentation of the invoice, the amount of repairing such damage or replacing the lost or unrepairable equipment or property.

c. By using HRC facilities, the Customer also agrees to reimburse UA for any loss of revenues and/or expenses incurred when damage to the facility results in the cancellation, reduced attendance or relocation of future income generating activities.
d. For University organizations and departments and registered student organizations, the damages assessed by the University will be deducted from the University Account number that the organization or department provides to HRC.

e. Individual faculty and staff members holding Events agree to be personally responsible for damages arising therefrom. In the event of damages, UA will provide the faculty or staff member with an invoice itemizing the amounts owed. If the faculty or staff member fails to pay the invoiced amount within seven (7) business days of it being issued, the invoiced amount will be satisfied by payroll deduction (including a lump sum deduction) and by any other method allowed by law: see also Section 3.d. – Financial Obligations for Facility Use.

f. Individual students holding Events agree to be personally responsible for damages arising therefrom. In the event of damages, UA will provide the student with an invoice itemizing the amounts owed. If the student fails to pay the invoiced amount within seven (7) business days of it being issued, the invoiced amount will be charged to the Student’s account (and, thereby, subject to the terms and conditions regarding unpaid student accounts). UA may also pursue collection of these amounts from a student by any other method allowed by law: see also Section 3.d. – Financial Obligations for Facility Use.

15. Extension of Building Hours for Events  (See Section 1 for available hours for events.)

a. Requests for use of HRC facilities beyond normal building hours require the approval of the Executive Director or designee.

b. To respect the living and learning environment of residents within the halls, consideration of extension of hours will be extremely limited.

c. Additional building hour requests should be made at the time of reservation.

d. Events planning on requesting additional building hours should submit their reservation request no later than twenty (20) business days prior to the requested event date.

e. Events requesting additional building hours are subject to additional fees.

16. Decorations

a. HRC has set forth guidelines for decorating within HRC facilities and event spaces.

b. Any individual or group not following policy may lose reservation privileges and/or be charged a cleanup fee.

c. Blue painters tape is the only approved method to attach decorations to walls, doors, ceilings, or woodwork.

d. If any other means is used to attach decorations they will be removed. For the purpose of this policy directional or event advertisement signs are not considered decorations.

e. Lightweight decorations (i.e., paper letters, balloons, leaflets, etc.) may be attached to stage curtains and backdrops with straight pins.

f. Open flames are not permitted in any event space in HRC facilities including candles and incense.

g. Appliances are not permitted in any event space in HRC facilities.

h. HRC staff will dispose of any decorations remaining after the event. Labor charges for clean-up will be assessed where applicable and will be the responsibility of the sponsoring organization.

i. Damage fees will be applied as necessary.

j. Sidewalk Chalk is not an approved decorating method.

k. All decorations must comply with local, state, and national fire regulations and may be subject to approval by local fire authorities.

l. All decorations must be approved in advance by HRC staff.

m. All organizations are responsible for setting up their own free standing decorations as well as removing them at the end of the event.

n. The use of glitter or confetti is prohibited. Groups using glitter for decoration or making signs in any HRC space will be charged a cleaning fee.

o. Tacks, push pins, or staples are not allowed.

p. HRC Staff reserves the right to remove postings in violation of HRC Policy.

q. Fog and smoke machines are not allowed.

r. No realistic or replica firearms or weapons will be allowed within HRC facilities.
17. Fees
   a. Facility Rates
      i. See HRC website for more information
18. AV/Non-AV Equipment & Event/Tech Staff Rates
   a. See HRC website for more information
19. Cancellation and No Show Fees
   a. Student organizations or University departments cancelling events less than one
      month before their event date may be charged a late cancellation fee of $200 or the
      full room rental, whichever is less.
   b. University guests canceling rooms forfeit the full room rental fee. Reservations
      moved within the same academic year may be eligible to move room rental deposits
      to the new reservation.
   c. The Executive Director or designee makes the final determination as to whether a
      room rental deposit may be moved to the new reservation.
20. Additional Damage/Cleaning Fees
   a. Customers shall surrender possession of the HRC venue to HRC at the conclusion of
      the event in good condition and repair.
   b. Customer shall reimburse HRC for any and all costs HRC incurs to repair any
      damage to the venue or other property or equipment arising out of or in connection
      with the customer’s use of the venue.
   c. Customers will also be charged a custodial fee for any post event cleaning that goes
      above and beyond the standard cleaning time.
21. Overdue Invoices
   a. When a university department has not paid all event charges at the end of the fiscal
      year, a report will be provided to the Division of Finance and Operations-Budget
      Office for collection of those debts.
   b. Further restrictions on the account may be placed on departments not paying in full
      for event activities within the fiscal year.
   c. University guests that are 90 days or more overdue will be sent to collections and
      subject to additional actions as referred to in Section 3.d. – Financial Obligations for
      Facility Use.
   d. Any user with a past due balance to HRC will not be allowed to make any further
      reservations until the account is in good standing.