

**F. W. Olin Building**  
**(Hereafter referred to as the Olin Building)**

**Facility Usage Policy**  
**Date Effective: September 1, 2005**

All rooms may be reserved from 8:00 a.m. – 5:00 p.m., Monday – Friday, by contacting the Registrar’s Office at ext. 1952.

To schedule activities in the Olin Building after 5:00 p.m. and on weekends contact:

Rooms 105, 110, 111 207, 209, 222, 226, or 302, 304, 320, 322, 323, or 324	Facility Coordinator, ext. 1937
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Rooms 124, 126 (Language Learning Ctr.)	Language Learning Center, Director Ext. 1802
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Room 208 & 113 (Computer Labs)	Dept. of Information Technology Ext. 1313
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Rooms 105, 110, 111, 209, 222, and 322 are reserved for special events such as guest speakers or groups with special electronic needs or those deemed appropriate by the Facility Coordinator of the Olin Building. If electronic equipment is to be used, these rooms may be reserved only by persons who have been properly trained on the use of the equipment located in each of the rooms. Training may be obtained by contacting the Department of Information Technology at ext. 1313 or Audiovisual Services at ext. 1666. Student organizations wishing to reserve these rooms must have trained faculty/staff sponsors present or an audiovisual technician at the event if requesting use of electronic equipment.

**Hours of Operation**

Monday – Thursday	7:30 a.m. – 12:00 midnight
Friday	7:30 a.m. – 5:00 p.m.
Sunday	5:00 p.m. – 12:00 midnight

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

**Regulations for Use**

1. No food or beverages are permitted in any meeting room, classroom or laboratory unless special permission is obtained from the Office of University Events.
2. The consumption, possession, or distribution of alcoholic beverages is not permitted in the building without written permission from the Vice President of Institutional Advancement or the President.

3. Smoking, or the use of other tobacco products or the consumption, possession or distribution of controlled substances (other than alcohol) is not permitted in the building.
4. University regulations prohibit the use of candles or halogen lamps.
5. Decorations are not permitted in any of the lecture halls or classrooms unless special permission has been given by the Facility Coordinator.
6. Doors should be locked and furniture returned to its original position at the conclusion of the event.
7. All event papers and materials should be removed or disposed of properly after the event.

### **Indemnification/Insurance**

External constituents wishing to rent space in the F. W. Olin Building must contact University Events (863-1480) and provide a Certificate of Insurance. All aspects of this requirement are explained in the University's Agreement for Use of Facilities.

**Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.**

Exceptions to this policy must be approved by the Vice President for Fiscal Affairs.