Mood-Bridwell Hall

Facility Usage Policy
Date Effective: July 1, 2009

To reserve the Mood-Bridwell Atrium or Hall complete an online *Calendar Event & Facility Use Request* form by going to (http://splus.southwestern.edu/SP/xpress/XpressWho.asp).

Questions about using classrooms between 8 am and 5 pm should be directed to extension 1954. Questions about using the classrooms and atrium after 5pm and on weekends should be directed to the Office of University Events, extension 1483.

After facility reservation is confirmed, a request can be submitted to add the event to the University Calendar for promotional purposes. Go to www.southwestern.edu/sucalendar/main.php?view=documentation to get details.

Hours of Operation
Offices

Monday – Friday	8:00 a.m. – 5:00 p.m.

Student Computer Lab

Monday – Thursday	8:00 a.m. – Midnight
Saturday	1:00 p.m. – 5:00 p.m.
Sunday	1:00 p.m. – Midnight

Writing Center
Call 863-1415 for hours of operation.

In order for students to have access to Mood-Bridwell Hall after hours, faculty/staff must provide SUPD a written list of names to supd@southwestern.edu. This notification must include the date, complete time and exact locations to be used. SUPD must receive this list at least 24 hours prior to the event. Students given after-hours access must present a copy of this email and a proper ID when given access to the building.

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. 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.
2. Smoking or the use of tobacco products or the consumption, possession or distribution of controlled substances (other than alcohol) is not permitted in the building.

3. No food or beverages are permitted in any classroom or laboratory unless special permission is obtained from the Office of University Events.
4. Food and beverages are permitted in the atrium.
5. Decorations are not permitted in any of the hallways, labs, classrooms or atrium unless the Facility Coordinator has given special permission.
6. Furniture and equipment should be returned to its original position at the conclusion of the event by the user. (Do not remove furniture from the atrium.) Do not drag furniture across the wooden floors.
7. The building's electricity is limited and won't support heavy loads or use of extension cords.
8. University regulations prohibit the use of candles or halogen lamps.
9. All event papers and materials should be removed or disposed of properly after the event.
10. No stage can be set in the atrium. Drapes are available as a backdrop. Check with the University Events Office to get information.

Indemnification/Insurance
External constituents wishing to rent space in Mood-Bridwell Hall 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.