Joe S. Mundy Hall (2nd Floor)

Facility Usage Policy
Date Effective: July 1, 2009

Southwestern students, faculty, and staff wishing to reserve a space in the Joe S. Mundy Hall may go to http://splus.southwestern.edu/SP/xpress/XpressWho.asp to make a **REQUEST**.

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.

(Please note that spaces can be reserved only for university events not personal events.) Requests should be made at least 5 working days prior to event date. If special services (i.e., catering or audiovisual services) are needed, ten working days are suggested. Scheduling procedures for student organizations are printed in the Student Handbook.

Special Note for this facility: All requests for use of Joe S. Mundy Hall second floor must be pre-approved by the Director of Events and the Associate Vice President for Facilities and Campus Services. Events requiring furnishings will not usually be allowed.

Building Hours
Monday – Friday 7:30 a.m. – 5:00 p.m.
Weekends - Closed

In order for students to have access to Mundy 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.

Scheduling Priorities
Priorities for building use are as follows:

1. Requests will be reviewed on a case by case basis.

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 open area of the 2nd floor Mundy Hall has NO permanent furniture assigned to the space. Use of this space is limited to activities that do not require that furnishings be brought in by physical plant staff.
2. The sponsoring group/person must assume responsibility for all services needed and return space to its original condition at the end of the event. (no custodial or

physical plant support can be provided) There will be a cleaning charge of $25 per hour if the above conditions are not met.

3. The University reserves the right to charge groups/individuals for breakage or damage.
4. Nothing should be pinned, nailed or taped to the walls.
5. University regulations prohibit the use of candles or halogen lamps.

Indemnification/Insurance

External constituents wishing to rent space in the Joe S. Mundy Hall must 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.