

# Dorothy Manning Lord Community Room

## Facility Usage Policy Date Effective: July 1, 2009

Facility and scheduling requests must be made by completing an online *Calendar Event & Facility Use Request* form. Go to <http://splus.southwestern.edu/SP/xpress/XpressWho.asp> at least five working days prior to the 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*.

### Scheduling Priorities

*Priorities for building use are as follows:*

1. Residents of Dorothy Manning Lord Center
2. Residence Life
3. Students and Student Groups
4. Faculty and staff \*

\*Faculty and staff may reserve the community room for department/office hosted events to celebrate or recognize University employees. (Guests for these events must be primarily University faculty and/or staff.) Time of the event should not conflict with the regular work hours of the employees. Space reservations cannot be made more than one month prior to the event date.

### Hours of Operation

Sunday – Thursday 10:00 a.m. – Midnight  
Friday – Saturday 10:00 a.m. – 2:00 a.m.

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 sponsoring group/person must assume responsibility for all services requested. (i.e. – catering or audiovisual services)
2. The sponsoring group must designate one person to assume complete responsibility for the event.
3. The existing furniture should be left in place and the room used as already set up.
4. No furniture may be removed from the room.
5. If necessary, a few tables may be added.
6. Decorations are permitted provided they do not damage the facility or impede entrance/exit to the facility. Decorations must be removed at the conclusion of the event. If the decorations include removing pictures, they must be replaced.
7. University regulations prohibit the use of candles or halogen lamps.
8. The DLC Community Room must be returned to its original condition at the conclusion of the event (trash picked up and disposed of, furniture returned, decorations removed). There will be a cleaning charge of \$25 per hour if the

- above conditions are not met. The University reserves the right to charge groups/individuals for breakage and/or damage.
9. The consumption of alcoholic beverages at student events must be approved in writing by the Associate Vice President and Dean of Students. The person requesting the facility must complete the “Alcoholic Beverages Request Form,” which can be picked up in Room 310 of the McCombs Center.
  10. If alcohol is approved, it must be contained within the building. Appropriate barriers must be set up when special permission is granted for alcohol consumption on the patio.

### **Indemnifications/Insurance**

External constituents wishing to rent the DLC Community Room 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 Associate Vice President and Dean of Students.**