

**The Wilhelmina Cullen Admission Center
(hereafter known as Admission Center)
Facility Usage Policy
Date Effective: August 1, 2015**

Facility Overview: The Cullen Admission Center is the first stop for prospective students. It houses the offices of Admission and Financial Aid. It also includes a conference room and lobby.

Scheduling Contact: NA

Scheduling Priorities

Priorities for facility use are as follows:

1. Admission programming such as campus tours and information sessions have priority.
2. Enrollment Services may schedule academic, student life, admission and financial aid activities that support student recruitment and retention in this facility.

See General Facilities Use Policy for regulations applicable to ALL University facilities.

Specific Regulations for Use of Lobby and Conference Room of the Admission Center

1. Events in the Admission Conference Room must use the tables and chairs available in the room. No additional tables, chairs or other equipment can be brought in.
2. Lobby furniture should remain as set. If furniture does require moving, it should be lifted to avoid damaging the floor.
3. Only regularly scheduled custodial services can be provided.
4. Food and non- alcoholic beverages are allowed. Sponsoring group/person is responsible for clean up.

Exceptions to this policy must be approved by the Dean of Admission and Enrollment Services.