

**\*Space Use Guidelines for Owens Classrooms\***

Facility: Owens classrooms

Space Use Manager / Building Coordinator: Academic Scheduling Office

Office Phone #: 323-3300

---

\* Academic classes have priority usage of classroom space. Request for events to be held in fall and summer semesters cannot be considered until March 1, and requests for events to be held in spring semesters cannot be considered until October 1.

\* Groups are not allowed in the building between the hours of 11 pm and 7 am.

\* **Food and drinks are NOT permitted in the building.**

\* No taping, tacking, nailing, or stapling items to the walls or to any painted surface.

\* Drop cords and wiring to electrical appliances are to be placed so that no tripping hazards exist.

\* No burning candles or open flames are permitted in buildings.

\* The building's lights, fuse boxes, fire alarms, vending machines, and other equipment must not be tampered with.

\* Absolutely NO SMOKING in public buildings.

\* Decorations that will cause excessive clean-up (glitter, rice, birdseed, paint, etc.) cannot be used inside the building.

\* **Restore space to its original set-up after event.**

\* Make sure that the facility is properly secured after event ends (all windows closed, lights are off, door is closed, any trash is removed).

\* Internal space users are responsible for cleaning up immediately after their event. If campus custodial cleans up after a student event, the student organization will be billed for labor services.

\* Internal users utilizing campus spaces should report facility or equipment damages to the Space Use Manager within twenty-four (24) hours after an event, so as not to be held responsible.

Groups/Clubs or Organizations are responsible for any damages to the building and/or equipment.

Extra charges are applicable for Facilities Management personnel for after hours and weekend work.