

Allen Chapman Activity Center Space Usage for Events Damages/Clean Up

Any damages of loss that occur as a result of the event(s), or caused by anyone attending the event(s) (including non-TU people) to any area of ACAC, including but not limited to damages to exterior, fixtures, rooms, furniture and equipment are the financial responsibility of the sponsoring organization.

Please leave the facility as you found it, pick up and dispose of all trash accumulated during the event, etc. Cost incurred for excessive clean up will be assessed to sponsoring organization.

Decorations

The following guidelines are provided for your convenience and assistance in appropriately planning a safe event. Violations will result in fee assessment (\$50.00 minimum) or actual cost of repair if higher.

1. All real fire candles are prohibited in **all** areas of ACAC.
2. All types of fastening devices, including tape, staples, thumb tacks, push pins, etc are prohibited on any glass, painted, waxed, or shellacked surface (including handrails, poles, painted walls, floors, etc.). Masking tape, only, is allowed on walls with vinyl coverings. Exception: Scotch #811 Removable Magic Tape or Scotch #230 Drafting Tape may be used. Where fabric wallpaper exists (Great Hall and Gallery) thumbtacks and pushpins are allowed. Ticky-tac is prohibited on fabric walls.
3. Small rope or string can be used to attach approved decorations to the handrails. (Please discuss with ACAC Staff.
4. Fastening to any of the ceiling areas is only allowed with prior approval from the Director or appointed representative. Some ceiling areas cannot be used. If permission is granted, ACAC custodial staff should do the work, if available. At least two full business days advance notice is required. A nominal fee may be applied for staff assistance.
5. All advertisements, notices, banners, etc. that are held in ACAC can be displayed on the "ACAC Happenings" bulletin board, the regular bulletin board and within the reserved area(s) ONLY. Lobby areas are not available for hanging advertisements, notices, banners etc. All advertisements, banners, notices, etc., must be approved at the ACAC Administrative Office before posting.

Reservations that use lobby space can use the appointed/space table area to display advertisements, etc.

6. All forms of confetti, glitter, birdseed and rice are prohibited in areas in and around ACAC.
7. Please discuss any/all decoration needs that do not fall within these guidelines with the Director or appointed representative. Call 631-2968.
8. Furniture, fixtures and equipment shall not be moved except by ACAC employees.
9. Storage space is not available in ACAC. Please deliver, set-up and remove all decorations and equipment within the times listed on the Reservation Agreement.