## Facilities Usage

The following regulations apply not only in the meeting rooms but in the entire Student Memorial Center:

1. The members of the organization, their associates, and their guests are responsible for any damage to the facility and/or equipment located in a room or to the Student Memorial Center. If a member and/or guest of an organization notices damage to a room, it should be reported prior to the start of the meeting.
2. Smoking is not permitted anywhere in the building.
3. The misuse of furnishings is not permitted. Feet are not permitted on tables or chairs and sitting on tables is prohibited.
4. Candle burning is prohibited.
5. The use of alcohol or controlled substances is strictly prohibited.
6. All rooms must be returned to their original state at the conclusion of a meeting/event. Charts of how the room should look are located on ASTRA.
7. At the closure of the facility all organizations must immediately end their meeting or event.
8. Loud, profane or abusive language is prohibited. Violent or abusive behavior is strictly prohibited.
9. Pets are not permitted in facilities, with the exception of those used to aid the visually impaired.
10. Removing flip charts/easels from rooms is prohibited.
11. Unlocking or propping doors that have been locked after hours is strictly prohibited and will result in immediate suspension of the organization’s privileges to use facilities.
12. Failure to cooperate with staff members may result in the immediate suspension of privileges.
13. **Any group using the SMC who needs to unload from a vehicle must do so at the south SMC entrance near the fitness center or the Shenks Lane loading dock.  No vehicles may be driven past the large round planters onto the brick area around and in the promenade.  Failure to follow these rules may result in a ticket or towing**.