



Scheduling Coordinator
Conferencing Unit
Campus Box 8610
Normal, IL 61790-8610
Telephone: (309) 438-2403
Fax: (309) 438-5364
Internet:

To assure our students an organized, quality environment in which to learn, the University requests compliance with the following guidelines when classroom space is utilized. Adherence to these guidelines will ensure your group's continued use of University facilities.

Thank you for your cooperation.

PLEASE RETURN THE ROOM BACK TO THE ORIGINAL CONDITION THAT YOU FOUND IT BY:

- * Picking up after yourself
- * Throwing trash in the trash cans
- * Throwing all recyclable materials in the appropriate containers in the hallways
- * Returning all furniture and materials to their original position/location
- * Removing all materials that you bring into the room
- * Erasing chalk/white boards
- * Minimizing the effects of food and drink by:
 - 1) Not allowing food and drink in the room
 - 2) Making an announcement prior to your function to be careful not to spill drinks and to throw food items in the hallway trash cans
- * Closing all windows prior to the end of your function
- * Shutting off all lights
- * Making arrangements to secure the room or area upon leaving
- * In case of damage, please report it as soon as possible the Scheduling Coordinator, Conferencing Unit, 438-2403. Your group is responsible for paying the University to repair or replace damaged or broken equipment or materials.

IN ADDITION TO THESE GUIDELINES, THE UNIVERSITY EXPECTS COMPLIANCE WITH THE GENERAL REVENUE FACILITIES USAGE GUIDELINES, AVAILABLE AT THE CONFERENCING UNIT, 207 S. MAIN, NORMAL (438-2403).

FAILURE TO LEAVE THE FACILITY IN A CLEAN, ORDERLY FASHION MAY RESULT IN THE ASSESSMENT OF AN ADDITIONAL JANITORIAL FEE TO YOUR ORGANIZATION, AND MAY RESULT IN DENIAL OF FUTURE FACILITY REQUESTS.