

## Facility Use Guidelines

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The person who completes the application for room or space reservation must be in attendance at the event and is responsible for ensuring that the event and participants adhere to the following Facility Use Guidelines.

1. **Alcohol, drugs, tobacco and weapons:**
  - a. Possession or consumption of alcohol, tobacco or narcotics are prohibited on campus in any form. This includes the interior of all buildings as well as all exterior spaces and grounds throughout the Mineral Area College (MAC) campus.
  - b. MAC prohibits the possession of any weapon on campus. A weapon is defined as a firearm, knives with a blade of 3.5 inches or greater, dirk, sword, bob or any substance or device designed or intended to inflict harm. Authorized law enforcement officers are not subject to this regulation.
2. **Parking** is limited to the designated “Student Parking Lots”. Campus guests may not park in any faculty lot, unless access to Handicap Parking Spaces is required. Any illegally parked vehicle could be ticketed or towed at the owner's expense.
3. **Catering:** Users who intend to hire a catering service must first offer the job to American Food and Vending (AFV) on the MAC Campus. AFV is under contract with MAC, and they must be offered the opportunity to provide services. All caterers and/or the user must clean, dispose of trash and remove equipment after the event. An additional \$25 Custodial Fee may be charged to groups for cleanup following catered events.
4. **Decorations:** Any device capable of producing an open flame, including candles, is prohibited. Decoration may not be suspended from ceilings, light fixtures or curtains. Any object that may puncture walls, woodwork, tables, chairs or staging is prohibited, including staples, nails and tacks. Confetti and glitter are prohibited.
5. **Furniture, Technology and Equipment Placement/Use:**
  - a. Users of College facilities may not remove or displace equipment or apparatus.
  - b. Furniture must be relocated to its original placement before leaving the building.
  - c. Equipment may not be brought onto College grounds and connected to the electrical service without the prior consent from the person booking the room. The College does not lend or otherwise provide electrical extension cords, hand tools, ladders, etc. Equipment provided by the user must be removed from the College promptly following the scheduled event so as not to interfere with College activities.
  - d. Computer equipment may not be connected to or make use of the

campus network or of the College's internet connectivity without the prior consent. Should special connection and/or configuration of computer equipment be required, the user must schedule the work to be done by a member of the Computer Information Services Department. Users should provide their own power strips, cables, network cards, etc.

6. **Signage:**

- a. No College-related signs, banners, posters, etc. may be removed from any walls or ceilings anywhere at any time, even if the intent is to replace them following the event.
  - b. No signs or other publicity materials will be permitted to be posted anywhere on campus without the specific approval from the Dean of Student Affairs. In the event signage is permitted, its prompt removal following the event will be the responsibility of the sponsoring organization.
  - c. The College's name and/or logo shall not appear in any advertising or promotional materials, without specific approval from the Director of Communications.
7. **Participants and activities must be contained within the room/space reserved** and shall not obstruct the sidewalks, entries, hallways, elevators or entrances to restrooms or other public utilities.
8. **Youth or children's groups** must be supervised by responsible adults at all times.
9. **First Aid** services, if needed, are the responsibility of the user.