

Philips Memorial Building Room Reservation Regulations

ROOM KEYS WILL ONLY BE ISSUED TO FACULTY, STAFF, OR TO STUDENT ORGANIZATION ADVISORS THAT MUST BE PRESENT FOR THE DURATION OF THE EVENT

By reserving this space within the Philips Memorial Building Meeting Rooms, you agree to review and abide by the following regulations with regard to the specifics as outlined below. Repeated failure to follow these rules will result in denial of future reservation requests:

Lower Level Conference Room/Board Room

- **NO CANDLES OR OPEN FLAMES OF ANY KIND. ONLY STERNOS PROVIDED AND SET UP BY ARAMARK FOR FOOD ARE PERMITTED.**
- If you have reserved the Lower Level Conference Room, please do not attempt to move any of the tables, the room comes as is.
- If you have reserved the Board Room, please put tables and chairs back to their original configuration if you move them.
- Please close all windows and blinds
- Please deposit any trash, paper, bottles, etc. in the trash cans before leaving
- If ARAMARK is catering the event, please ensure they have cleaned up before leaving. If your event is after hours and ARAMARK is unavailable, it is the hosts responsibility to clean up all food and extinguish any sternos.
- Please turn off the digital media equipment
- Please turn off the lights
- Please check to be sure you have all your personal belongings
- Please lock the door and leave any keys issued on the table by the door

Autograph Library

- **DO NOT MOVE THE PIANO OR ANTIQUE CHAIRS.**
- **NO CANDLES OR OPEN FLAMES OF ANY KIND. ONLY STERNOS PROVIDED AND SET UP BY ARAMARK FOR FOOD ARE PERMITTED.**
- Please do not put food or drinks on the piano
- Please close all windows and blinds
- Please deposit all trash, paper, bottles, in the trash cans before leaving.
- If ARAMARK is catering the event, please ensure they have cleaned up before leaving. If your event is after hours and ARAMARK is unavailable, it is the hosts responsibility to clean up all food and extinguish any sternos.
- **Please do not leave any left-over food or drink meant for the trash in the support kitchen. It is your responsibility to clean up after your event, not the Philips staff.**
- Please turn off digital media equipment
- Please turn off all lights
- Please be sure the elevator door is locked and closed when you leave
- Please check to be sure you have all your personal belongings
- Please lock the door and leave the keys in either credenza drawer by the fireplace

***** Please do not remove food or drink from the refrigerator in the support kitchen. These are personal items that belong to the residents of Philips. *****

Name, Date, & Time of Event: _____

HOST SIGNATURE: _____ Date: _____