1. The room should be arranged as depicted in the diagram unless you have requested a special set up.

2. If the room is not set as depicted or as you requested, contact the LSC office 4-1759 or after hours contact the building manager 4-4902.

3. The contact person on the Room Reservation form is responsible for all furniture, audio visual equipment and any other equipment in the room for the event. Any damages or lost equipment will be charged to the organization using the room or the event point of contact.

4. After completion of the event, contact the LSC office or building manager to turn off and return all audio visual equipment.

5. Each group is responsible for ensuring the room is trash free and left as depicted in the set up or as requested in a special set up. If the room is not cleaned and left in the proper set up a $25 fee will be charged to group.