

POLICIES FOR USE
UTLC Meeting Rooms 140 and 321 McIver
University Affiliated Groups

UTLC Meeting Rooms 140 and 321 McIver are available for use by University Affiliated Groups according to the following conditions. Please initial to indicate your agreement to these conditions.

1. Hours for use of 140 and 321 McIver are generally 8:00 am to 5:00 pm. Use of rooms after hours require special arrangements through the TLC Main Office.
2. Use of 140 McIver and 321 McIver are primarily for groups affiliated with UNCG. University affiliated groups may use the rooms, if available, by signing this agreement concerning usage and guaranteeing that a UNCG faculty, staff or administrator sponsor will be present and responsible for the room. _____
PLEASE INITIAL
3. If there is a meeting scheduled for the room reserved, it will be closed to others during that time.
4. If the furniture is moved, return it to the proper location in the room. Furniture pulled into the hall is to be returned to the room, as well. _____
PLEASE INITIAL
5. The room must be cleared of all foods or beverages following meetings. No food or beverage items should remain from your event. Extinguish “canned heat” burning under a chafing dish before you leave. Place used disposable paper plates and utensils in waste containers. _____
PLEASE INITIAL
6. If the event is catered, it is your responsibility to ensure the room is cleaned and put back into its original condition. _____
PLEASE INITIAL
7. Should food or drink be spilled on the carpet, it may require that the rug be cleaned. You will be billed for any unscheduled cleaning that must be done in the room due to your event. Any additional cleaning or reorganization of furniture to original layout that must be done due to this activity will be referred to Facilities Services. Facilities Services cleaning fees are \$18 per hour, generally with a minimum of 2 people for 2 hours each. _____
PLEASE INITIAL
8. Because the room is carpeted, no glitter, sprinkles, confetti or beads may be used. _____
PLEASE INITIAL

9. X-Acto knives, other sharp implements and permanent markers may not be used on the table surfaces. Scratches and marks that cannot be removed from the table surfaces may result in your organization/department being charged for a new table.

PLEASE INITIAL

10. Any damage to the room, furniture, or rug must be reported as soon as possible to the TLC Main Office, 134 McIver. Those causing the damage will be assessed a damage repair fee. _____

PLEASE INITIAL

11. If additional audiovisual equipment not currently found in the room is needed for the meeting, it is your responsibility to order the equipment and see that it is returned after the activity. _____

PLEASE INITIAL

12. If you would like to reserve the room for an event, please schedule usage through the TLC Main Office, 134 McIver at 334-5080, fax at 334-3014, or e-mail plwyrick@uncg.edu.

Your signature below and initials where requested indicate that you have read and agree with the full contents of this document.

Signature/Organization/Date

University affiliated groups must send back an initialed and signed copy of the Policies. TLC will not hold the reservation if the Policies and Confirmation Forms are not in the TLC Main Office, Rm 134 McIver, at least 24 hours before the event.

