

## APPLICATION AND CONTRACT FOR USE OF THE GUERRY CENTER

The primary and usual use of the Guerry Center is for classes, study, meetings, and collaborative work for the students in the Honors College. Use of the Reading Room is restricted to use by university groups **and can only be reserved at least a month in advance by special permission approved by the Dean.** Use of other rooms in the Guerry Center from departments and student organizations may be requested by means of submission of this application at least two weeks in advance of the event.

### **Space Description:**

- No space in the Guerry Center is for rent under any circumstances.
- Per University policy, the Guerry Center is not an approved space for alcohol on campus.
- The Guerry Center seminar rooms seat a maximum of 22 people and have audio/visual capability.
- The Reading Room will accommodate 100 people using folding chairs in an auditorium arrangement.
- The Reading Room is equipped with audio/visual capability, tables and chairs, and an antique grand piano.

### **Please note the following terms of use:**

- Chairs for Reading Room set-up are available from the Honors College; set-up and breakdown are the responsibility of the event organizers.
- An Honors College student may request space for his or her organization or event, must be present at the event, and assume responsibility for meeting all conditions of use.
- A faculty or staff member must reserve a space on behalf of other student organizations, be present at any meeting or event, and assume responsibility for meeting all conditions of use.
- If the arrangement of a room is inappropriate for your event, tables and chairs may be moved but must be returned to their original arrangement.
- All advertising of special events in the Guerry Center must include a statement that the Honors College is a co-sponsor.
- Any costs for damage to the carpet, furniture or equipment will be billed to the department or student organization.
- All keys (i.e., cleaning closet, av cabinet) should be returned the following business day by 8:00 AM to Rebekah Caldwell.
- All lost keys (i.e., cleaning closet, av cabinet) will be subject to a \$20.00 fee per key, and this fee will be payroll deducted or added to your student account.

### **The following items regarding the Reading Room are your responsibility:**

- Honors College faculty and staff are not responsible for arranging tables, chairs, AV equipment, etc.
- Your organization should send an informed representative to check the set-up of the space before the scheduled event.
- Organizers must clean up immediately after the event, return any furniture to its original position, and are responsible for trash pick-up and disposal in the dumpster. Cleaning supplies are located in the cabinets by the coffee bar in the lobby.
- Food and drink are permitted in the room, but any buffet must be set up in the lobby.
- If your reservation time is outside the normal workday or on the weekend, you must arrange access to the building with UTC Police and make sure all spaces are secured afterwards.
- Organizers wishing to use AV equipment in the Reading Room must email Rebekah Caldwell at [rebekah-caldwell@utc.edu](mailto:rebekah-caldwell@utc.edu) to set up a time to meet with her for instruction in equipment use, and a time to check out the key.

- No activity should be loud or disturbing to students using other parts of the Guerry Center during your event.

I, \_\_\_\_\_ have read and agree to abide by the above items.

Event Name/Description: \_\_\_\_\_

Event Date (M/D/Y) \_\_\_\_\_ Event Time: \_\_\_\_\_

Room Requested: \_\_\_\_\_ Reading Room \_\_\_\_\_ Seminar Room

Do you wish to use the AV equipment? \_\_\_\_\_ YES \_\_\_\_\_ NO

Organizers wishing to use AV equipment in the Reading Room must email Rebekah Caldwell at [rebekah-caldwell@utc.edu](mailto:rebekah-caldwell@utc.edu) to set up a time to meet with her for instruction in equipment use, and a time to check out the key.

## Below to be completed by Honors College Administration

Approved by: \_\_\_\_\_

Put on event calendar: \_\_\_\_\_