

# Proper Care and Use of Facilities Policy for the Health Innovation Center

It is expected that proper care will be taken of the Health Innovation Center facilities. The following policies and procedures apply to all Users, individual and group sponsored held in the facility:

1. Smoking is prohibited inside the facility.
2. Candles are not permitted in the facility.
3. Tacking items to the walls is not permitted.
4. No sitting on tables or counters.
5. It is the responsibility of the User to place all trash in the conveniently located receptacles and leave the room in good condition.
6. The sponsoring organization (User) will be held accountable for damages caused by any individual and shall be held financially responsible for the extent of the damage. (Section V in your Use Agreement)

## Cleaning/Damage Fees

In addition to rental fees, labor charges will be assessed when an excessive amount of cleaning is required to return the areas utilized to a condition adequate for continued use. Extra charges will be assessed for damages resulting from chewing gum, candle wax or misuse of any furnishings

## Decorations

Decorations, displays or exhibits that require flame or water cannot be used in the Health Innovation Center. The User will be billed for labor, supplies, and equipment rentals.

No nails, screws, hooks, etc., may be driven into walls, floors, or ceilings. Tape may not be used on floors unless it is designed as "floor tape". Regular masking, box, scotch, or duct tape is not permitted on any walls, floors, or ceilings. Blue painter's tape may be used on walls. Tape will not be provided.

No decorations may be glued to any surface. No pins or tape (except for blue tape) may be used to affix posters, paper, etc., to the walls, tables, etc. No decorations may be hung from ceiling

Any damages done will be repaired by the Health Innovation Center and the User will be billed for all costs incurred on the basis of materials required and staff time. Similarly, excessive cleaning charges will be billed to the User.

## Storage

Storage of event items prior to or after the event is not available.

## Vendors

All vendors your organization has contracted to provide service(s) for your event must be shared with the Health Innovation Center staff. The vendor's company name, personal contact and phone number must be provided at least one week prior to your event. They must follow the policies and procedures listed above and can direct any questions to the Health Innovation Center staff.

## Failure of Compliance

User shall comply with this Proper Care and Use of Facilities Policy, and all policies and procedures outlined in the attached contract (Use Agreement for Campus Facilities). Failure to comply will result in all applicable charges and the suspension of future use of Health Innovation Center facilities.