

**RULES AND REGULATIONS
SCHOOL OF LAW – HULSTON HALL
USE OF FACILITIES APPLICATION**

APPROVAL

1. Room reservations must be made not later than **48 HOURS PRIOR TO THE DATE** on which the event is to be held, excluding Saturday and Sunday and/or holiday. (The 48 hour period must fall within **five** consecutive working days.)
2. All requests must be approved by Heather Garnett, email: garneth@missouri.edu or by the Building Coordinator (Kathy Smith, 882-4597, email: smithmk@missouri.edu) of Hulston Hall in which the event is to take place.
3. Reservations will not be taken before the school's class schedule is final. For fall and winter semesters, this is usually two weeks after the semester begins (early September for fall and late January for winter). The summer course schedule is done late April or early May. **The administration reserves the right to cancel any event when deemed necessary.**

TECHNOLOGY/EQUIPMENT/FURNITURE/SERVICES

Equipment and furniture (other than permanent classroom furniture) owned by the School of Law are not to be used during the event. If you need additional equipment, furniture and/or services, you must use an outside resource.

1. For information regarding availability of computer and audio-visual equipment, contact the Law IT Help Desk, 884-7800. Assistance with classroom equipment must be scheduled at least **48 HOURS** in advance. **NO** IT/AV help is available after 5:00 p.m. weekdays or on weekends.
2. Absolutely **NO** computer or AV equipment is to be moved in or removed from a classroom for any reason. Damage to equipment resulting from moving/altering/removing will be charged to individuals or groups who reserve the room.
3. For information regarding availability of additional equipment, furniture or services, contact Campus Facilities, 882-6561 or 882-3091. Campus Facilities provides furniture (tables, chairs, portable platforms, etc.). A charge will be made for additional needs.
4. If food and beverages are provided during your event, please request **“brute trash receptacles,”** which the School of Law can provide, for easy clean up.
5. **Facilities and classrooms should be left as they are found.** We do not have custodial staff housed in Hulston Hall, so if you make a mess, it is your responsibility to clean it up.
6. While we are pleased to be able to provide the use of the building to you at no charge, this does mean that we do not provide staffing for your event. If you need food and beverage set-up, copies made of handouts, etc. these are services you need to arrange for with an outside provider.

KEY ISSUING

1. Pick up room key(s) in the Law Administration Office, Room 203, Hulston Hall during the hours of 1:00 – 4:00 pm, Monday – Friday, the day of the event. **(Friday if event is on the weekend).**
2. Return all key(s) the day **immediately** following the event to the Law Administration Office, Room 203, Hulston Hall during the hours of 8:00 – 10:00 am, Monday – Friday. **(Monday if event is on the weekend).**

FEES AND COSTS INCURRED BY THE ACTIVITY

1. It is the responsibility of the host organization to bear any of the related costs for the event including, but not limited to:
 - Additional security required
 - Additional housekeeping required
 - Damages
 - Additional materials or equipment

OTHER INFORMATION

1. Persons granted use of University of Missouri buildings are warned not to add or remove anything therein without the approval of the Building Coordinator of Hulston Hall. This applies to changes in wiring, the setting of scenery, decorations, furniture, etc.
2. Decorations must be approved by the Building Coordinator of Hulston Hall. Decorations consisting of flammable materials are prohibited. All debris must be removed from buildings and premises immediately following an event by the organization concerned.
3. No alcohol is permitted in the building or grounds.

SEE ATTACHED APPLICATION:

