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: garnetth@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:
SCHOOL OF LAW  
(HULSTON HALL) 
USE OF FACILITIES APPLICATION  
(Please Type or Print)

This form must be completed with all necessary signatures and information and filed in 203 Hulston Hall NOT LATER THAN 48 HOURS PRIOR TO THE EVENT (excluding Saturday or Sunday and/or holidays). All items must be completed by the applicant.

<table>
<thead>
<tr>
<th>1. Date of application</th>
<th>2. Department or Organization Requesting Room</th>
<th>3. Estimated Attendance</th>
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<tbody>
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4. Date Requested ____________ 5. Room Requested ____________ 6. Beginning Hour ____________ 7. Ending Hour ____________  

Room Requested ____________  Beginning Hour ____________     Ending Hour ____________  

If requesting more than one room, complete one line for each room, and time.  
If you need additional space, please attach on a separate sheet of paper.  
Be as exact as possible on times, including time for setting up and removing equipment, audience arrival, etc.

8. PURPOSE OF USE (Give specific name and nature of event)

9. Is this event a fund raising/philanthropy project? _____ Yes _____ No

10. Do you require use of computer or audio visual equipment in the classroom? (requires contacting Law IT Help Desk) _____ Yes _____ No

10. Has faculty advisor approved this function? _____ Yes _____ No _____ N/A  Name & Phone: ___________________________

11. Will the faculty advisor be present at this function? _____ Yes _____ No _____ N/A

CANCELLATION NOTICE:  
If decision is made to cancel the event or to change location please contact the Administrative Office of the Law School (882-6487) at least 24 hours prior to the event.

Applicant must make arrangements for additional furniture, equipment, or services. See rules and regulations for full instructions.

I agree to be responsible for the opening and closing of the meeting room(s) at the designated hour. After an event is concluded, I further agree to see that all equipment, fixtures and other materials used in connection with the activity are removed so as not to interfere with the meeting of classes the following morning. I have read and agree to observe all directions listed in the Rules and Regulations.

12. Applicant’s Signature 13. Applicant’s Name (please print)

14. Title or Position Held in Dept. or Organization 15. Contact Information

Address: __________________________________________________________
Local Phone Number: ______________________________________________  
Fax Number: ______________________________________________________

Administrative use only:

Requestor notified of approval ________ ________ ________

Key issued ________ ________ ________ Key returned ________ ________ ________

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