



CONTRACT FOR USE OF SPACE

Student Center Building

There are four rooms available for use in the Student Center Building free of charge to staff and students.

(Please circle one)

- 1. Classroom SC 115
- 2. Green and Gold Lounge SC 110

On _____, 20____, the _____
(Month) (Day) (Organization/Group)

would like to use the above requested room(s) from _____AM/PM until _____AM/PM.

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By signing this document, you agree to adhere to the following:

- **Make sure that all trash is picked up from the floors, tables, etc.**
- **If food is served, it will be placed in a trash bag**
- **All trash will be taken out of the room and placed in the Loading Area (SC 112) so that building maintenance will be able to pick it up**
- **All tables are to be cleaned and wiped off**
- **All furniture that is moved or added must be returned to its proper place.**

Coordinator/Representative

(Date)

Campus Safety Signature

(Date)

Student Development Signature

(Date)

***A COPY OF FORM MUST BE SUBMITTED TO ADMIN. ASST.- STUDENT DEVELOPMENT OFFICE (SC 101).**