

Women's Resources Center / Office of Inclusion and Intercultural Relations

Student Affairs - University of Illinois at Urbana-Champaign

FACILITY USE POLICIES

FACILITY USE POLICIES Use of the facility must be consistent with the mission of the Women's Resources Center and the Office of Inclusion and Intercultural Relations. Events must abide by University rules and regulations. Users are responsible for the space and its contents and agree that they or their organization/campus department/RSO will pay for any damages incurred within sixty (60) days.

UIUC PROTECTION OF MINORS COMPLIANCE: If minors (children under 18) will be present, a Protection of Minors form and requirements must be completed and into the WRC before the request will be reviewed.

University of Illinois at Urbana-Champaign's Protection of Minors policy (<http://cam.illinois.edu/ix/ix-a/ix-A-31.htm>), including completing the form that notifies the campus police about events involving minors, in advance of the event taking place. (<http://police.illinois.edu/services/protection-of-minors/>)

USERS ARE RESPONSIBLE FOR THEIR OWN SET-UP AND CLEAN-UP. Please arrive 40-45 minutes ahead of the event start time to set up. We request that all events end by 9:00 pm, unless otherwise approved. A user CHECKLIST must be completed and returned to the WRC after each event. If the facility is left in an unsuitable condition, the organization/campus department/RSO is charged a fee unless clean-up is completed promptly and to the satisfaction of WRC staff. If unsatisfactory conditions are encountered upon arrival, note it on the CHECKLIST.

EVENT TIMES: Events should end 15 minutes before closing so the building can be cleared and locked. Users may only occupy the space during the time reserved. After-hours events should conclude by 9:00 pm, unless otherwise approved.

KEYS: For events taking place outside of normal hours of operation, a key must be signed out during business hours the day of the event (Friday for weekend events). Keys are issued to a designated individual who is to return them before noon on the first business day following the event, along with the Checklist. Keys returned late incur a \$5 per-day late fee. Lost keys will incur a \$250 rekeying fee.

FOOD/CATERED EVENTS: Food can be served in the Lounge and Conference room. Alcoholic beverages are strictly prohibited. Remove all garbage/trash out to the trash compactor in the garage on the first floor. Replace trash bags. The WRC is not responsible for food storage and has the right to dispose of leftover items.

KITCHENETTE USE: Dishes and cooking utensils must be washed and put away before leaving. Leave no food scraps in the kitchen sink, no sink disposal. The checklist in the kitchenette specifies clean-up responsibilities.

EQUIPMENT & RESOURCES: Items borrowed in conjunction with an event are to remain on the premises.

DECORATIONS are allowed, but do not use tape, nails, tacks, poster putty, etc. on the walls. Do not tamper with any exhibited art work.

CONDUCT AND RESPONSIBILITY: Groups reserving space are accountable for the safety and behavior of their members and guests. Any damages or personal injuries are the responsibility of the sponsoring organization/campus department/RSO.

CANCELLATION: Reservations are non-transferable. All scheduling changes must be made through the WRC. Cancellations received less than 48 hours before the event, will incur a \$20 cancellation fee.

FUTURE SPACE RESERVATIONS ARE SUSPENDED UNTIL PAYMENT IS RECEIVED.

FAILURE TO FOLLOW THESE POLICIES WILL RESULT IN CHARGES AND/OR DENIAL OF FUTURE USE.

Women's Resources Center, 616 E. Green Street, Suite #202, MC-302, Champaign, IL 61820 (Enter door next to McDonalds). Phone: 217-333-3137, e-mail: womenscenter@illinois.edu, <https://oiir.illinois.edu/womens-center>