

RADFORD
UNIVERSITY

_____ Physical harm caused to a University facility, or its contents, in such a way as to impair its value, usefulness, or normal function. Such damage includes, but is not limited to, holes in the walls, broken furniture, or missing equipment originally furnished with the University facility.

_____ Any program, camp, conference, workshop, public or social gathering, or meeting not listed in the Exclusions section below.

Event decorating restrictions are listed in detail in Appendix F and must be adhered to by all sponsors and for all extracurricular events

Tables for the sale of goods or distribution of informational materials in accordance with the [Posting, Chalking, and Distribution of Informational Materials Policy](#) may be reserved with the University Scheduling Office.

Table reservations must be made five (5) business days in advance through the University Scheduling Office.

A maximum of two (2) six (6) foot tables and two (2) chairs may be reserved per sponsor. Additional chairs cannot be pulled from other areas for use with tables.

Tables must remain in the assigned area specified by the University Scheduling Office.

Tables may not be located under the Hurlburt Student Center overhang.

Equipment is not available for reservation for use at tables.

Representatives must remain within the perimeter of the table and must comply with the University's [Posting, Chalking, and Distribution of Informational Materials Policy](#). Additionally, signs are not allowed to be taped on wall space.

Sound amplification is not allowed. Music may be played on laptops, but without additional speakers. Noise levels must not be audible beyond the perimeters of the table.

Student groups, clubs, and organizations may request permission to remain in the Hurlburt Student Center or Heth Hall after regular hours by submitting a written request along with the Space Event Request Form to the University Scheduling Office. The request should be submitted five (5) business days in advance and include the following:

Name of the group, club, or organization

Purpose for the after-hours use

Whether the after-hours use is ongoing or a one-time request

Executive member(s) and faculty advisor names, titles, phone numbers, and email addresses

After hours use is subject to the following requirements:

There must be at least two members of the student group, club, or organization

The Faculty Advisor will ensure, prior to leaving the facility, that all windows have been closed, all lights and equipment have been turned off, and all doors have been locked by the RUPD.

RUPD will be responsible for securing the main entrance doors of the facility/building.

Administrative or financial penalties may be assessed to any sponsor who fails to follow this policy.

The facility usage fee (see Appendix C) does not include the removal or cleaning of unnecessary debris and/or repairing damages after an event. The fee also does not cover charges due to conditions including, but not limited to, furniture not put back in the original configuration, excessive trash/dirt, damage to the physical space, and damage to or missing equipment.

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