

Agreement for the use of Aloha Center 155 and 165

updated 7/08/08

Brigham Young University has renovated this room to provide a special atmosphere for nice functions. In order to maintain this atmosphere, we ask your cooperation in following these rules:

- _____ • A facilities request form must be turned in. It is up to the Calendaring Board to approve the function.
- _____ • All food must be catered by BYUH Food Service.
- _____ • Hot items such as food dishes and sterno cans may not be placed directly on the plastic tables. The plastic surface will blister, bubble and melt.
- _____ • Do not staple anything to the tables.
- _____ • Do not tape or pin anything to the walls.
- _____ • Physical activities such as karate, aerobics, football, and other strenuous games are not allowed.
- _____ • Do not pick flowers, leaves, or other plants or use dirt from the campus for your decorations. You may rent plants from the BYU Nursery at 675-3400.
- _____ • If staging is needed, you should notify the C.I.T.O. when you schedule the room.
- _____ • If it is for academics, to use the VCR and ceiling projector or other A/C equipment, schedule with media scheduling at 675-3855.
- _____ • Leave the areas as clean as you found it. If you need cleaning equipment, contact a custodian or the Information Desk receptionist. If you are expecting a deposit back, get clearance from the custodian or C.I.T.O.
- _____ • Remind your guests that smoking, alcohol, coffee and tea are not allowed.

I agree to comply with these rules.

Name of Party _____

Signature _____

Date _____