

**Greenville Higher Education Center
Hafter Multi-Purpose Room
Rules and Regulations**

Monday – Friday between the hours of 8:00 A.M. and 5:00 P.M., the Hafter Multi-Purpose Room will only be rented for educational activities. Attached to your Reservation Form should be a description, program or agenda of the activities scheduled.

At the **GHEC**, academic credit courses are being provided during the week from 8:00 A.M. to 9:00 P.M. Therefore, all social events must be reviewed carefully. After review, a determination will be made as to the scheduling possibilities for the event. This review may determine that a particular social event is limited to certain hours such as:

- After 5:00 P.M. Mondays through Fridays;
- Saturdays;
- Sundays; and
- After 5:00 P.M. Fridays - **ONLY**.

1. Absolutely **NO** decorations may be attached in ANY WAY to the walls or ceiling of this facility.
2. **NO** alcoholic beverages of any type allowed on premises. If caught, your event will be stopped and Security will escort you from the building.
3. **NO** smoking allowed in the building. If caught smoking, Security will write you a ticket and escort you out of the building.
4. **NO** gum chewing is allowed in the building. If gum is found in the carpet after your event, you will be assessed a cleaning fee.
5. **REMOVE** all trash from tables, floor and kitchen. Place in plastic liners in the 55-gallon trashcans located in the kitchen. Throw trash bags in dumpster before leaving the building. If you fail to do this, **RENTEE**, will be assessed a clean up fee.
6. Furniture and equipment will be set up according to your specification. Once set up, it **MUST NOT** be moved. If the GHEC is requested to move in or take out tables, chairs, etc. **RENTEE** will be assessed a setup/breakdown charge.
7. **REMOVE** all decorations, food, etc. from premises before leaving. If you fail to do this, **RENTEE**, will be assessed a clean up fee.
8. It will be the responsibility of the **RENTEE** to repair and/or provide the manpower necessary and to reimburse **GHEC** for labor costs related to damage as a result of your event. On the first business day following the event, the rooms and equipment will be checked for damages, such as wall scrapes, carpet stains, damaged equipment, etc. If damages are found, they will be noted and the **RENTEE** will be billed for repairs. It is the responsibility of the **RENTEE** to report any visible damages to the **GHEC** staff **prior** to the event. It is the responsibility of the **RENTEE** to read and follow **ALL** directions pertaining to the operation of media equipment.
9. For Social Events, a 25% deposit must be paid to reserve the Hafter Multi-Purpose Room. **NO** refund of deposit will be given if you **CANCEL** the event.
10. **Cancellation policy** for events other than social events is no later than 7 days prior to the event. Failure to adhere to the cancellation policy will result in a fee of 25% of the total invoice assessed to the **RENTEE**.

AGREED to, this the _____ day of _____, 2007.

RENTEE

SOC. SEC. # or TAX ID #

SOCIAL EVENTS

Social Events are any events other than educational activities.

For social events such as family reunions, wedding receptions, church activities, parties, etc. a down payment of 25% must be paid to reserve the Hafter Multi-Purpose room. The balance must be paid at least fourteen (14) days prior to your event. If the balance is not paid you may lose your reservation. **NO** refund of deposit will be given if you cancel the event.

Certain social events may not be scheduled before 5:00 P.M. on Fridays.

Certain social events may require additional security officers to be on the premises. The number of security officers will be determined by the **GHEC**, and the **RENTEE** will be informed prior to the event. Security charges must be paid at least fourteen (14) days prior to your event at the rate of \$20.00 per hour per Officer.

Security Officer(s) will maintain a visible presence throughout all social events.

I agree to abide by the rules and regulations as set forth by **GHEC**.

AGREED to, this the _____ day of _____, 200__.

RENTEE

GHEC EVENT PLANNER

SOC. SEC. # or TAX ID #