

Hugh Roy and Lillie Cullen Building (Hereafter referred to as the Cullen Building)

Facility Usage Policy Date Effective: July 1, 2009

To schedule activities in the Cullen Building, complete an online *Calendar Event & Facility Use Request* form by going to (<http://splus.southwestern.edu/SP/xpress/XpressWho.asp>). Questions about using the facilities between 8 am and 5 pm should be directed to extension 1954. Questions about using the facilities after 5pm and on weekends should be directed to the Office of University Events, extension 1483.

After facility reservation is confirmed, a request can be submitted to add the event to the University Calendar for promotional purposes. Go to www.southwestern.edu/sucalendar/main.php?view=documentation to get details.

Hours of Operation

The Cullen Building will be open from 7am until 8pm Monday-Friday. No “after hours” activities will be allowed.

Regular hours for the Offices of the Registrar, Fiscal Affairs, Business Office, Human Resources, Provost, University Relations, Alumni and Parent Relations, and Development are Monday - Friday 8:00 a.m. – 5:00 p.m.

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use

1. The consumption, possession, or distribution of alcoholic beverages is not permitted in the building without written permission from the Vice President of Institutional Advancement or the President.
2. Smoking, or the use of other tobacco products, or the consumption, possession, or distribution of controlled substances (other than alcohol) is not permitted in the building.
3. Decorations are not permitted in the hallways or classrooms unless the Office of University Events (ext. 1483) has given special permission.
4. University regulations prohibit the use of candles or halogen lamps.
5. Furniture and equipment should be returned to its original position at the conclusion of the event.
6. All event papers and materials should be removed or disposed of properly after the event.

Indemnification/Insurance

External constituents wishing to rent space in the Hugh Roy and Lillie Cullen Building must contact University Events (863-1480) and provide a Certificate of Insurance. All aspects of this requirement are explained in the University's Agreement for Use of Facilities.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.

Exceptions to this policy must be approved by the Vice President for Fiscal Affairs.