

# Fondren-Jones Science Hall Gordon C. Evans, Sr. Wing

## Facility Usage Policy Date Effective: July 1, 2009

To schedule activities in Fondren-Jones Science Hall 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](http://www.southwestern.edu/sucalendar/main.php?view=documentation) to get details.

### Hours of Operation

Offices

Monday – Friday 8:00 a.m. – 5:00 p.m.

Building Hours

Monday – Friday 7:30 a.m. – 9:00 p.m.

Weekends – Closed

In order for students to have access to the Fondren-Jones Science Hall after hours, faculty/staff must provide SUPD a written list of names to [supd@southwestern.edu](mailto:supd@southwestern.edu). This notification must include the date, complete time and exact locations to be used. SUPD must receive this list at least 24 hours prior to the event. Students given after-hours access must present a copy of this email and a proper ID when given access to the building.

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 or any controlled substance is not permitted in the building at any time.
2. Smoking or the use of other tobacco products is not permitted in the building.
3. No food or beverages are permitted in any classroom or laboratory unless special permission is obtained from the Office of University Events.
4. Decorations are not permitted in any of the hallways, labs, or classrooms unless the Facility Coordinator has given special permission.
5. University regulations prohibit the use of candles or halogen lamps.
6. Furniture and equipment should be returned to its original position at the conclusion of the event.

7. 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 Fondren-Jones Science Hall 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.