

F. W. Olin Building
(Hereafter referred to as the Olin Building)

Facility Usage Policy
Date Effective: July 1, 2009

To schedule rooms for activities in the Olin Building, complete an online *Calendar Event & Facility Use Request* form by going to (<http://splus.southwestern.edu/SP/xpress/XpressWho.asp>). Questions regarding use of classrooms from 8 am – 5 pm should be directed to extension 1954 in the Registrar's Office.

To schedule activities in the Olin Building after 5:00 p.m. and on weekends contact:

Rooms 105, 110, 111 207, 209, 222, 226, or 302, 304, 320, 322, 323, or 324	Facility Coordinator, ext. 1937
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Rooms 124, 126 (Language Learning Ctr.)	Language Learning Center, Director Ext. 1802
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Room 113 & 208 (Computer Labs)	Dept. of Information Technology Ext. 1313
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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

Monday – Thursday	7:30 a.m. – 12:00 midnight
Friday	7:30 a.m. – 5:00 p.m.
Sunday	5:00 p.m. – 12:00 midnight

In order for students to have access to the Olin Building after hours, faculty/staff must provide SUPD a written list of names to supd@southwestern.edu. This notification must include the date, complete time and exact locations to be used. SUPD must receive this list 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. No food or beverages are permitted in any meeting room, classroom or laboratory unless special permission is obtained from the Office of University Events.

2. 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.
3. 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.
4. University regulations prohibit the use of candles or halogen lamps.
5. Decorations are not permitted in any of the lecture halls or classrooms unless special permission has been given by the Facility Coordinator.
6. Doors should be locked and furniture 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 F. W. Olin 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.