1. Student Association recognized organizations are under most circumstances eligible to reserve meeting rooms at no charge.

2. Room reservations typically should be done 48 hours in advance.

3. A valid ‘accounts receivable form’ must be on file in the HSC General Office. This document can be secured at the Accounts Receivable Office (Swen Parsons Hall, 2nd floor).

4. Audio/visual equipment and services are available upon request.

5. The use of outside food is prohibited. Food may be purchased from HSC Food Services.

6. Smoking is prohibited.

7. The use of alcohol is prohibited.

8. Merchandise sales are prohibited without prior approval by HSC management.

9. The use of decorations or props (balloons, candles, posters, streamers, banners, etc.) is prohibited without prior approval by HSC management.

10. The transfer of a reserved room from one organization to another is prohibited. If an organization wishes to give up a room, it must cancel its reservation in person so that the new organization can then come in and schedule the room.

11. In the event an organization chooses to cancel a room reservation it is requested that the organization contact the HSC General Office as early as possible so the room can be made available to other organizations.

12. HSC management reserves the right to rescind or relocate a room reservation should extenuating circumstances arise.

13. HSC management reserves the right to bill an organization’s account number for damages that may result from usage, late changes to room contracts, noncompliance with room reservation terms and conditions or other circumstances that may arise.