Thank you for choosing the Holmes Student Center to host your next event. We appreciate your patronage and we look forward to the opportunity to serve you and your event. Should you need anything before, during or after your event, please do not hesitate to contact any of the following departments. Time and resources permitting, we will strive to make every accommodation possible so that your event goes exactly as planned.

<table>
<thead>
<tr>
<th>Time</th>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 4:30 PM</td>
<td>General Office</td>
<td>815 753-1744</td>
</tr>
<tr>
<td>Before 5:00 PM</td>
<td>Building Services</td>
<td>815 753-1376</td>
</tr>
<tr>
<td>After 5:00 PM</td>
<td>Guest Services</td>
<td>815 753-1924</td>
</tr>
<tr>
<td>After 5:00 PM</td>
<td>Audio/Visual</td>
<td>815 753-1323</td>
</tr>
</tbody>
</table>

As you use your room, please keep in mind the following rules and regulations of the Holmes Student Center:

- **Helium Balloons and Fog Machines** are strictly prohibited in the following rooms:
  - Carl Sandburg Auditorium
  - Duke Ellington Ballroom
  - Blackhawk Cafeteria Carpeted Area
  - Sky Room
  - Blackhawk Annex
  - Regency Room

  If helium balloons or fog machines are used in these rooms in violation of this policy and a fire alarm is triggered, your group may be charged a $500 penalty issued to the University from the fire department.

- **Outside food** other than Subway is strictly prohibited in contracted rooms. Outside food may be consumed in public areas such as the lounges or the Café, but may not be consumed in contracted rooms. Groups found to be in violation of this policy may receive a $50 fine and/or cancellation of some or all future contracts.

- For safety reasons, **candles and other open-flame devices** may only be used with prior approval from the HSC Guest Services Department. Durations for using the open flame may be limited and a fire safety trained staff member must be on site while the open flame is being used. Failure to abide by this policy may result in a $50 fine and/or cancellation of some or all future contracts.

- **Contract times must be honored** by the group using the room. Often times, after a contract expires, building workers must enter and reset the room for the next contract. Failure to comply with requests from building personnel to vacate a room may result in a group or personal referral to the Office of Community Standards and Student Conduct and/or cancellation of some or all future contracts.

- Please contact any of the departments listed above if you will not be utilizing a contracted room. Failure to notify the Holmes Student Center prior to contracted start times will result in a $25 fine. Repeat offenders of this policy will have future contracts cancelled.

**Contracted Room(s):**

**Contracted Date(s):**

**Organization:**

**Contract Creator’s Name (Print & Sign)**

By signing this document I acknowledge that I have read and fully understand the above policies of the Holmes Student Center. I also understand that by signing I take full responsibility for the group using the room and their actions.