

Undergraduate Learning Center Guidelines

Philosophy for Buller/Nethery Usage: Buller and Nethery Halls are referred to as the Undergraduate Learning Center for Andrews University (ULC). Activities and programs which contribute toward the fulfillment of our mission statement will be given precedence. In so far as use of any given dedicated space of the facilities does not interfere with student academics for which it was originally intended, we encourage the use of that space.

We are pleased you have chosen to hold your activity in the Undergraduate Learning Center. Choosing to use this facility for your gathering provides opportunities for a variety of services and settings for your reserved date. In recognition of the multitude of details concerning the use of the facility, the following guidelines and regulations have been instituted.

- A. ULC provides an environment for SDA academic excellence. Activities in this facility must be in keeping with SDA standards and must have prior approval.
- B. Smoking and the use of alcoholic beverages or illegal drugs of any kind are prohibited in the building and or university premises.
- C. Any decorating must be pre-approved by the CAS Dean's Office. Existing decorations or furnishings may not be moved without prior approval. Nails, screws, thumbtacks, scotch tape or any type of fasteners which would scratch or mar any part of the building or its furnishings may not be used. Painter's tape may be used in moderation.
- D. Use of candles is prohibited except for ceremonial use. Prior approval must be obtained from the CAS Dean's office. An additional security deposit may be required.
- E. In keeping with SDA beliefs that the Sabbath hours are sacred from sundown Friday until sundown Saturday, commercial deliveries to the building should be arranged during office hours, except as arranged with the CAS Dean's Office. Set up and take down of needed equipment during the Sabbath hours should be kept to a minimum.
- F. All ULC property, including tables and chairs must remain within the building and the designated room.
- G. Before leaving the building, all rooms used should be left clean and furnishings returned to their original order. Personal belongings should be removed, tables and any other items used should be left clean, trash should be deposited into the dumpster, and all lights turned off.
- H. ULC is not responsible for any personal items lost, stolen or damaged in or around the church facility before, during or after any activity.
- I. It is expected that parents, or other responsible adults, will be responsible for the behavior of children under their care while at the ULC.
- J. It is expected that adequate adult supervision will be provided by the requesting party or organization for events that specifically include programming for children. There must be an adult supervisor for every 10 children under college age.
- K. Food and/or beverages, except for water, **are not allowed** in classrooms. If you would like to serve food or beverages, other than water, there is a \$50.00 cleaning fee. Care must be given to insure that there are no damages. Spills and messes should be cleaned up and reported to the CAS Dean's Office immediately. Failure to do so may result in the forfeiture of the security deposit.
- L. After the event, the rooms and grounds will be inspected to ensure that regulations have been followed with respect to damage, clean up and closing. The deposit will be returned to payer if the reserved area(s) are left in satisfactory condition.
- M. Doors will be opened and locked in accordance with the times indicated on the reservation. Reservations for Newbold Auditorium require a \$20.00 key deposit.
- N. All scheduling for the use of any entity of Undergraduate Learning Center is coordinated through the CAS Dean's Office. Set up and take down time should be scheduled into the reserved time period. To guarantee a reservation, any required fees and/or deposits must be paid two weeks in advance at the time of reservation. An application form must be completed and a contract signed for all use.
- O. Technology needs are reviewed by our audio visual technician. Additional technology support will be billed separately.
- P. The CAS Dean's Office reserves the right to refuse any request for the use of its facilities which it deems is not in accordance with SDA church standards or interferes with its own use.

I have read the Policies and Guidelines for the use of the Undergraduate Learning Center and agree to abide by all the conditions outlined therein. If damage to the facility occurs in connection with this function that exceeds the amount of the security deposit I agree to be responsible for the cost of damages or replacement, whichever is stipulated by the College of Arts & Sciences Dean's office. If heavy cleaning is required for which the CAS Dean's office has to pay extra custodial fees, I agree to be responsible for these additional charges and agree to abide by all conditions.

Signature: _____ Date: _____