

## HONORS FORSYTH HOUSE

I have reserved the following:

- Steen Suite main floor, formal living room, dining room and full kitchen with restroom located at the top of the stairs in main floor.  
 \_\_\_\_\_ \$30 half day (4 or less hours)      or      \_\_\_\_\_ \$55 full day (5 or more hours)
- Ogden Fellowship Room, upstairs large room with kitchenette and restroom.  
 \_\_\_\_\_ \$45 half day (4 or less hours)      or      \_\_\_\_\_ \$60 full day (5 or more hours)
- Both spaces at the same time  
 \_\_\_\_\_ \$75 half day (4 or less hours)      or      \_\_\_\_\_ \$100 full day (5 or more hours)

Description of Event: \_\_\_\_\_

Reservation date: \_\_\_\_\_

Method of payment:

Opening time \_\_\_\_\_

Check# \_\_\_\_\_

Closing time \_\_\_\_\_

(Payable to: Andrews University Honors Program)

or cash \_\_\_\_\_

Total Paid (amount) \_\_\_\_\_

Interdepartmental charge # \_\_\_\_\_

### Rules

1. DO NOT USE nails and thumb tacks when decorating. If tape is used it must be removed carefully from all surfaces.
2. Absolutely NO SMOKING or ALCOHOLIC BEVERAGES allowed.
3. **Leave the space as clean as you found it. Remove all decorations, vacuum, wash dishes and utensils and put all chairs and tables back as you found them (all tables and chairs do not fit into closets upstairs-about ¼ stay out permanently). Take your trash to the dumpster in the parking lot across the street behind Harrigan Hall. Extra trash bags are available in both spaces in the kitchen areas.**
4. Do not leave food in refrigerator or in the building after your event. Leave blinds closed and doors to Ogden and/or Steen Suite locked. Turn lights off.
5. Only votive candles in protective glass containers are allowed.
6. Basement is off limits. Halls and stairs are not for children's play. Keep children with you or supervise them in the park area on Beaver Point.
7. There is no TV or other electronic equipment available in the building. You may bring your own equipment if needed.
8. A resident caretaker lives in the apartment to the right of the staircase and is responsible for opening and closing this facility.
9. If the room is left dirty and untidy, a cleaning fee of \$20.00 will be charged.
10. Andrews University Honors Program is not liable for any personal injury or property damage/loss to those using these facilities. Users are required to carry their own insurance.
11. No refund will be given without 24 hours advance notice of cancellation.
12. Please request a reservation time that allows for necessary set-up of the room. The building will not be unlocked until the reservation time requested.
13. Reservations must be made no less than 24-hours in advance. Reservations that are less than 24-hours in advance cannot be processed. In addition, reservations can't be processed Fridays.

### **Forsyth House Cancellation and Reimbursement Policy**

Cancellation made two weeks prior to the reserved date (100% reimbursement)

Cancellation made one week prior to the reserved date (50% reimbursement)

Cancellation made less than 48 hours prior to the reserved date (No reimbursement)

**For high-demand occasions (such as graduation weekends or holidays), no refunds will be given for cancelled bookings**

\_\_\_\_\_  
Renter's printed name

\_\_\_\_\_  
Renter's signature

\_\_\_\_\_  
Renter's Contact (Phone)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter's Contact (Email)