

**Greenville Higher Education Center**  
**Hafter Multi-Purpose Room, Conference Room, Computer Lab, and Class Room**  
**Rules and Regulations**

Monday – Friday between the hours of 8:00 A.M. and 5:00 P.M., rooms will only be rented for educational activities. Attached to your Reservation Form should be a description, program or agenda of the activities scheduled.

At the **GHEC**, academic credit courses are being provided during the week from 8:00 A.M. to 9:00 P.M. Therefore, all events must be reviewed carefully. After review, a determination will be made as to the scheduling possibilities for the event.

1. Absolutely **NO** decorations may be attached in ANY WAY to the walls or ceiling of this facility.
2. **NO** alcoholic beverages of any type allowed on premises. If caught, your event will be stopped and Campus Police will escort you from the building.
3. **NO** smoking allowed on the campus. If caught smoking, Campus Police will write you a ticket and escort you out of the building.
4. **REMOVE** all trash from tables, floors, and place in plastic liners in the 55-gallon trashcans. If you fail to do this, **RENTEE**, will be assessed a clean up fee.
5. Furniture and equipment will be set up according to your specification. Once set up, it **MUST NOT** be moved. If the GHEC is requested to move in or take out tables, chairs, etc. **RENTEE** will be assessed a setup/breakdown charge.
6. **REMOVE** all decorations, food, etc. from premises before leaving. If you fail to do this, **RENTEE**, will be assessed a clean up fee.
7. It will be the responsibility of the **RENTEE** to repair and/or provide the manpower necessary and to reimburse **GHEC** for labor costs related to damage as a result of your event. On the first business day following the event, the rooms and equipment will be checked for damages, such as wall scrapes, carpet stains, damaged equipment, etc. If damages are found, they will be noted and the **RENTEE** will be billed for repairs. It is the responsibility of the **RENTEE** to report any visible damages to the **GHEC** staff **prior** to the event. It is the responsibility of the **RENTEE** to read and follow **ALL** directions pertaining to the operation of media equipment.
8. A 25% non-refundable deposit must be paid to reserve room. **NO** refund of deposit will be given if you **CANCEL** the event.
9. **Cancellation policy** for events is no later than 7 days prior to the event. Failure to adhere to the cancellation policy will result in a fee of 25% of the total invoice assessed to the **RENTEE**.

Campus Police will maintain a visible presence throughout all events.

I agree to abide by the rules and regulations as set forth by **GHEC**.

**AGREED to, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
**RENTEE**

\_\_\_\_\_  
**GHEC EVENT PLANNER**

\_\_\_\_\_  
**SOC. SEC. # or TAX ID #**