Greenville Higher Education Center
Hafter Multi-Purpose Room
Rules and Regulations

Monday – Friday between the hours of 8:00 A.M. and 5:00 P.M., the Hafter Multi-Purpose Room 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 social events must be reviewed carefully. After review, a determination will be made as to the scheduling possibilities for the event. This review may determine that a particular social event is limited to certain hours such as:

- After 5:00 P.M. Mondays through Fridays;
- Saturdays;
- Sundays; and
- After 5:00 P.M. Fridays - ONLY.

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 Security will escort you from the building.
3. **NO** smoking allowed in the building. If caught smoking, Security will write you a ticket and escort you out of the building. **NO** burning of candles allowed in the building.
4. **NO** gum chewing is allowed in the building. If gum in found in the carpet after your event, you will be assessed a cleaning fee.
5. **REMOVE** all trash from tables, floor and kitchen. Place in plastic liners in the 55-gallon trashcans located in the kitchen. Throw trash bags in dumpster before leaving the building. **NO** burning of candles allowed in the building.
6. 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.
7. **REMOVE** all decorations, food, etc. from premises before leaving. If you fail to do this, RENTEE, will be assessed a clean up fee.
8. 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.
9. For Social Events, a 25% deposit must be paid to reserve the Hafter Multi-Purpose Room. **NO** refund of deposit will be given if you CANCEL the event.

10. **Cancellation policy** for events other than social 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.

AGREED to, this the _____ day of ____________________, 20___.

________________________________
________________________________
RENTEE Social Sec. # or Tax ID #
Social Events are any events other than educational activities.

For social events such as family reunions, wedding receptions, church activities, parties, etc. a down payment of 25% must be paid to reserve the Hafter Multi-Purpose room. The balance must be paid at least fourteen (14) days prior to your event. If the balance is not paid you may lose your reservation. NO refund of deposit will be given if you cancel the event.

Certain social events may not be scheduled before 5:00 P.M. on Fridays.

Certain social events may require additional security officers to be on the premises. The number of security officers will be determined by the GHEC, and the RENTEE will be informed prior to the event. Security charges must be paid at least fourteen (14) days prior to your event at the rate of $21.00 per hour per Officer.

Security Officer(s) will maintain a visible presence throughout all social 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 #