

1. If a room is in disarray upon your arrival please call Campus Safety and have them log the problems before your event.
2. Return furniture to proper placement
3. Place garbage in proper receptacles
4. Remove any items which you have brought into the space and do not belong to the space when you leave
5. Notify Special Events and Conference Services Coordinator of any problems which may have occurred during event
 - (a) i.e., damages, stains, etc.
6. Notify Special Event and Conference Services if you were unable to clean up after your event
 - (a) Cleaning charges may be applied, with or without notification, to the last known user
7. Turn off lights and shut outside doors
 - (a) If your event ends past 11 pm please call Campus Safety to lock doors

Special Events & Conference Services

Deidre Friedli

208.459.5025

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Campus Safety

208.459.5151

We hope the above preventative measures will allow the College community to freely use space provided on campus. Thank you for your help.

Blatchley Parlor:

- If using the Blatchley Dining Table you must cover with a tablecloth to prevent damage
- Any damages to the table will be documented and repairs charged to last known user
- Use extreme caution when bringing in food which will easily stain
- i.e., red wine, marinara sauce, etc.
- Any items stored in cupboards must be approved or they will become property of the building

Classrooms:

- Clean white/chalk boards after event
- Use only approved dry erase markers on white boards
- Use only chalk on chalk boards
- Log off from computer
- Report any non-functioning equipment to Special Events & Conference Services

Dining Commons:

- All hanging items must be approved by either Special Events & Conference Services or the Catering Manager with Bon Appetit
 - *Hanging Requirements*
 - All items should be hung on existing hooks
 - No nails should be used without permission
 - Hooks are not to be moved
 - Any items which may result in damage to persons or the facility are prohibited

Grounds:

- Tents require the use of water weights for placement on concrete and grassy areas
- No cars should be driven on the lawns for pickup/deliveries

Langroise:

- Booking this space requires the help of the Audio/Visual Technician or a Student Host
 - If the A/V Tech is required outside of normal operating hours there may be a \$25/hour charge
 - A Student Host is \$25/event.

Regarding Artwork:

- The primary task of The College is to educate. To do this, it is often necessary to consider ideas, images and performances, that, when taken out of their educational context, might be regarded by some as offensive. The College seeks to foster through such examples the civil and informed discussion of complex and sometimes controversial issues. Should visitors to the campus encounter pictures, sculptures, poetry readings, theatre rehearsals, student organization activities or any other form of creative or academic expression they find unsettling, we request that they refrain from attempts at, or calls for, censorship. Conference Services, Campus Safety, and Administrative staff have neither the obligation nor the authority to remove or cover up images, nor to suspend performances that are integral to any *bona fide* academic endeavor, or the result of the legitimate activity of any registered The College student organization. Such matters come under the purview of the teaching faculty, student organization officers and advisors. Groups using the College's facilities, especially those serving the interests of minors, must understand that while our commitment to free and responsible creative and academic expression is never intended to offend, we may not relinquish this commitment because the manner in which we exercise it might upset, or conflict with the moral or religious convictions of visitors.