



CHECK LIST & AGREEMENT CONTRACT FOR USE OF GCB 185

- 1. BYUH flowers, shrubbery, dirt, etc., must not be used for your decorations. Rent plants from the BYUH Nursery at: 675-3400.
- 2. Wipe all tables and chairs before leaving. Please do not sit on tables and staples things to the tables.
- 3. Do not put hot items such as Sterno cans on the plastic tables. The plastic surface will blister, bubble and melt.
- 4. Dispose of all plants, decorations, and trash in dumpster next to ceramic studio.(Please Bring Your Own Trash Bags)
- 5. Leave area as clean as you found it. (Restore chairs to classroom style)
- 6. Check with custodian before leaving to see that all conditions are met to insure refund of deposit. ***
- 7. **Remind your guests that smoking, alcohol, coffee and tea are not allowed on campus.**
- 8. Remind your guests to park only in marked stalls and not the grass, sidewalks.
- 9. If staging is needed, please rent risers from BYUH or bring pre-made pieces.
- 10. No Colored drinks, since they stain the carpet.

I agree to comply with these rules.

Name of party

Signature

Date

*** Failure to abide by these terms and the information on the Activity Schedule may loss of deposit and/or the opportunity to schedule/use facilities in the future.

*** Refund of Deposit Requires the Signature of the CITO Supervisor of the building. Return This Signed Form to the CITO Office on the Next Working Day.

THE AREA HAS BEEN INSPECTED AND MEETS ALL THE ABOVE CONDITIONS.

Custodial Supervisor Signature:
Tel. 590-1021
