Please note that it is the reserving group’s responsibility to complete an inspection checklist upon the start of an event.

Resident Name: ____________________________________ Apartment: ___________________________

Event Name: ______________________________________ Event Date & Time: _____________________

***The Lyman Atrium will be locked prior to your event. You will need to check out keys from the GovCo Front Desk Coordinator (FDC), Monday to Friday, between 8 AM and 5 PM. Please be advised that the after-hours lockout assistance fee is $100. It is the responsibility of the group to sign out access keys prior to a scheduled event.***

**Cleaning and Care of the Lyman Atrium**

Groups and individual users are responsible for all cleaning immediately following an event. Cleaning includes wiping tables free of spills, sweeping and mopping the kitchenette. Remove all trash and recyclables and place it in the receptacles located at the Building #3 trash enclosure. Users of the Lyman Atrium kitchenette are required to clean all inside and outside surfaces of appliances. Appliances must be turned off immediately following use. Usage of the refrigerator and freezer is prohibited.

Return all tables and chairs to their original location following your event. Decorations, flyers, etc., cannot be adhered to wall surfaces and cannot be hung or attached to ceiling. Candles are prohibited in the Lyman Atrium. Please exercise care during set-up and clean-up. Do not stand on the tables or chairs. Failure to clean and ready the room for subsequent use will result in cleaning charges that will be billed to the group or the individual user. Damage to rooms or furniture will also be billed to the group or the individual user. Repeated incidents of failure to clean or damage by a group or an individual may result in denial of future reservation privileges.

**The University Noise Policy and Alcohol Policy must be followed for all events!**

Closing hours are 11 PM, Sunday – Thursday, and 1 AM on Friday/Saturday. Groups MUST be quiet after 11 PM (Sunday–Thursday) and 1 AM (Friday/Saturday) with NO MUSIC after this time due to the Atrium’s proximity to residents.

* Only one event can be scheduled per weekend (Friday & Saturday) and only two non-consecutive events can be scheduled per week. Any additional events are at the discretion of the Residence staff.
* Lyman staff, official Lyman events, and Graduate Life Office staff have priority over other events and may involve regular bookings. Only Lyman-sponsored programs may schedule space on a regular basis.
* Lyman residents have priority over non-residents for bookings and may not reserve more than one quarter in advance.
* Any group or student can be denied future access to the Lyman Atrium at the discretion of the GovCo FDC or Housing Supervisor. Deliberate actions taken to circumvent the intent of these policies on use and priorities would constitute grounds to prohibit future use. The Lyman Residence staff reserve the right to refuse a reservation to anyone.
* There is no guarantee for any group to use the Lyman Atrium. You must follow the reservation steps in order to confirm your booking.

*The Housing Supervisor will determine if a cleaning or damage fee will be charged to you or your group after an event occurs with the assistance of the FDC. If a penalty fee is assessed, be advised that the charge will be billed to the signee of this contract. This fee may be charged via student bills.

By signing this document, I agree to the above terms & accept responsibility for leaving the Lyman Atrium in satisfactory condition (per the Security Checklist). I also agree that the above information submitted is current & true. I understand my reservation is void if the key is not picked up by 4:30 PM the day of event or 4:30 PM the preceding Friday for a weekend event. EVENTS MUST BEGIN & END AT STATED TIMES.

“I understand the policies outlined above and accept that I may be held responsible should any policy be broken (The person signing this contract will ultimately be the party held responsible).”

Signature of the reserving individual or group representative ____________________________________ GovCo staff initials __________________________