

1. No dye, glitter or confetti are allowed. No tape, nails, or tacks are to be used to hang banners or signs on the walls, curtains, ceilings, mill work, stucco, or brick.

Arrangements need to be made with the facilities coordinator if a banner or sign must be displayed.

2. No smoke machines, sparklers, or fireworks are allowed.

3. No smoking in the building.

4. IEE reserves the right to charge an additional clean-up fee for any event where excessive clean-up is required. The person reserving the space will receive immediate notification of any additional charges.

5. No weapons/firearms are allowed in the building.

6. Audio Visual support is available; ask the staff for more information.

7. The department/student organization renting the facility is also responsible for any damage caused by any vendor (IE: Decorator, DJ, Florist) hired to help with the event.

8. None of the lobby furniture or art can be moved without the permission of the Director. If permission is given only staff can move these items.