

**UMN Student Organization HSCS Classroom Use Agreement**

This agreement between the Health Sciences Classroom Services office and a group wishing to use Health Sciences Classroom Services (HSCS) classroom space, is meant to certify that the group has been made aware of all policies, rules, and regulations concerning that space and the consequences for violation of any of those policies, rules or regulations.

The spaces offered for general use in the Health Sciences are first and foremost classroom spaces. Any event or activity that takes place in these spaces must not interfere with their ability to function as classrooms.

To that end, users of HSCS classroom space are expected to abide by the following guidelines:

**Food:** If you plan on serving food at your event, you must obtain a food permit. This can be done through the Student Activities Office. A copy of this permit must be submitted to our office prior to the event.

**Room Equipment:** A/V and other classroom equipment must be used appropriately. You may not move, unplug, modify, remove or otherwise tamper with any equipment or fixtures, including podiums.

**Security:** Users of HSCS classroom space are not allowed to prop open locked doors, or in any other way compromise the security of the rooms or buildings.

**Events/Performances:** HSCS classroom space is intended primarily for meetings, lectures and discussion groups. We do not allow live bands, dance performances or any other event or performance which involves amplified music or may produce noise disturbances.

**Insurance:** Any group booked into a room with a capacity of 100 or greater must provide proof of insurance that would cover any damage to the room or its equipment and includes the Regents of the University of Minnesota as an additional insured.

**Licensing:** The showing or performance of any copyrighted material requires permission or license from the copyright holder.

Additionally, any activity or misuse that you are warned about by HSCS Classroom Services staff or other HSCS Facilities staff will be considered inappropriate use.

In most cases, users will receive one warning regarding any policy violation or inappropriate use of HSCS Classroom space, any further instances of policy violation or inappropriate use will result in the cancellation of any future room bookings and users will no longer be allowed to book any HSCS classroom space. In cases of gross misuse of classroom space or damage to space or equipment, no warning will be given and additional financial penalties or other consequences may result. Any financial penalties will be the responsibility of the officers of the group listed below including any deductible or other charges not covered by your insurance.

By signing this agreement as a representative of your group or organization, you agree to abide by the policies set forth here.

\_\_\_\_\_  
Signature of group Representative

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
SAO Group #