

Givens Administration Building

These guidelines are enforced to prevent accidents and damage to the space. If these guidelines are not followed, additional charges will apply. In order to request the Givens Administration Building, users must contact Events at 314-340-5754 or events@hssu.edu. Your signature on these guidelines and the approved event request form is your acknowledgment that the Givens Administration Building is rented only in compliance with the following:

Main Auditorium

- Maximum room capacity: 996
- Smoking is prohibited in the Main Auditorium and the building.
- No food or beverage allowed in the Main Auditorium.
- No decorations may be hung, taped, stapled, or otherwise attached to the interior architecture, furniture or artwork. No furniture or objects may be moved unless authorized by Events.
- No animals allowed, except Aid dogs, with advance permission.
- The Givens Administration Building assumes no responsibility for personal property before, during or after an event.

Mini Auditorium

- Maximum room capacity: 130
- Smoking is prohibited on the Mini Auditorium and the building.
- No decorations may be hung, taped, stapled, or otherwise attached to the interior architecture, furniture or artwork. No furniture or objects may be moved unless authorized by Events.
- No animals allowed, except Aid dogs, with advance permission.
- The Givens Administration Building assumes no responsibility for personal property before, during or after an event.

Dining Hall Annex (for internal use only)

- Maximum room capacity: 75-100
- Smoking is prohibited in the Dining Hall Annex and the building.
- No decorations may be hung, taped, stapled, or otherwise attached to the interior architecture, furniture or artwork. No furniture or objects may be moved unless authorized by Events.
- No animals allowed, except Aid dogs, with advance permission.
- The Givens Administration Building assumes no responsibility for personal property before, during or after an event.

208 Conference Room

- Maximum room capacity: 20
- Smoking is prohibited in the 208 Conference Room and the building.
- No decorations may be hung, taped, stapled, or otherwise attached to the interior architecture, furniture or artwork. No furniture or objects may be moved unless authorized by Events.
- No animals allowed, except Aid dogs, with advance permission.
- The Givens Administration Building assumes no responsibility for personal property before, during or after an event.

PC Classroom

- Maximum room capacity: 16
- Smoking is prohibited in the PC Classroom and the building.
- No Food or beverage are allowed in the PC Classrooms.
- No decorations may be hung, taped, stapled, or otherwise attached to the interior architecture, furniture or artwork. No furniture or objects may be moved unless authorized by Events.
- No animals allowed, except Aid dogs, with advance permission.
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Classroom

- Maximum room capacity: 30
- Smoking is prohibited in the Classroom and the building.
- No decorations may be hung, taped, stapled, or otherwise attached to the interior architecture, furniture or artwork. No furniture or objects may be moved unless authorized by Events.
- No animals allowed, except Aid dogs, with advance permission.
- The Givens Administration Building assumes no responsibility for personal property before, during or after an event.

Food and Refreshments

- Fresh Ideas Food Service Management must be used in Givens Administration Building; however, groups are responsible for the removal of all trash to the outside dumpster if the University caterer is not used. Additional charges will apply if trash is left in the building at the conclusion of the event when catered by an external caterer.
- No alcoholic beverages are allowed on campus
- If accidental spills occur, we request you notify a staff member so that the spill may be cleaned up immediately.

Room Set-ups

- Events will coordinate all room set-ups with the University maintenance staff.
- Final schematics are due 5 business days prior to the event date (changes will not be accepted after this deadline).

Audiovisual Equipment (AV)

- Podium Podium with Microphone Hand-held microphones Standing Microphone
 - Table Microphone Wireless Microphone Screen Overhead Projector Smart Cart
 - PowerPoint DI Box PowerPoint Portable Audio System PC PowerPoint CD Player
 - Overhead Projector
- AV needs & changes must be requested 7 business days prior to the event.

Deliveries

- The Givens Administration Building has limited storage space for outside deliveries. Arrangements must be made with Events.
- All rentals and deliveries must be picked up immediately following the event. If this is not possible, clients must make special arrangements with Events.
- A list of deliveries and the rental companies' names must be provided to Events in advance.

Parking

- Please discuss your parking needs with Events. Events will work with Parking Services to arrange your parking request.

Department of Public Safety (314-340-3333)

- A Public Safety officer will unlock the space prior to all events.
- Clients are not required to meet public safety to have the space unlocked or locked.

Photography

- Photography for personal use is allowed.
- Photography for reproduction or commercial use is not allowed without prior written permission from the Harris-Stowe State University Marketing and Communications Department.

By signing this document you agree to comply with the guidelines for the use of the Givens Administration Building

Signature of Reserver

Date

Advisor's Signature for Student Organization (if applicable)

Date