



Undergraduate Learning Center Guidelines

Philosophy for Buller/Nethery Usage Buller and Nethery Halls are referred to as the Undergraduate Learning Center for Andover University (ULC) Activities and programs which contribute toward the fulfillment of our mission statement will be given priority. In so far as use of any given dedicated space in this facility does not interfere with student academics for which it was originally intended, we encourage the use of that space.

We are pleased you have chosen to hold your activities in the Undergraduate Learning Center. Choosing to use this facility for your gathering provides opportunities for a variety of services and settings to meet your needs. In recognition of the multitude of details concerning the use of the facility, the following guidelines and regulations have been instituted:

- A. ULC provides an environment for academic excellence. Activities in this facility must be kept in keeping with SDA standards and must have prior approval.
- B. Smoking and the use of alcoholic beverages or illegal drugs of any kind are prohibited on the university premises.
- C. Any decorating must be approved by the ^ Office. Existing decorations or furnishings may not be moved without prior approval. Nails, screws, thumbtacks, scotch tape or any type of fasteners which would scratch or mar any or its furnishings may not be used in moderation.
- D. Use of candles is prohibited. An additional security deposit may be required.
- E. In keeping with SDA beliefs that the Sabbath hours are sacred from sundown Friday until sundown Saturday, access to the buildings should be arranged during office hours, except as arranged with the ^ Office. Set up and take down of needed equipment during the Sabbath hours should be kept to a minimum.
- F. All ULC property, including tables and chairs, remain within the building and the designated room.
- G. Before leaving the building all rooms used should be left clean and things returned to their original order. Personal belongings should be removed. 89583 0 t9 TmW* n BT /F2 11.04 Tf (w.4(em.2 re W* n BT /F2 11.04 Tf 0.89583 0oO E
- J. It is expected that adequate adult supervision will be provided by the requesting party or organization. Activities should not include programming for children. There must be an adult supervisor for every 10 or college age.
- K. Food and/or beverages except for water are not allowed in classrooms. If you would like to serve food or beverages, other than water, there is a \$50.00 cleaning fee. A deposit must be given to insure that there are no damages. Spills and messes should be cleaned up immediately.
- L. After the event, the rooms and grounds will be inspected to ensure that regulations have been followed with respect to damage clean up and closing. The deposit will be returned to payer if the reserved area is in satisfactory condition.
- M. Doors will be opened and locked in accordance with the times indicated on the reservation. Reservations for Newbold Auditorium require a \$20.00 key deposit.
- N. Set up and take down time should be scheduled into the reservation period. To guarantee a reservation, any required fees and/or deposits must be paid two weeks in advance at the time of reservation. An application form must be completed and a contract signed.
- O. Technology needs are reviewed by a visual technician. Additional technology support will be billed separately.
- P. The ^ Office reserves the right to refuse any request for the use of its facilities which is not in accordance with the guidelines.

Signature: _____ Date: _____