

# Facility Use Agreement

Use of University Facilities and Equipment is a privilege granted to RSOs. It is understood that the RSO is responsible for adhering to facilities and equipment policies. Failure to take reasonable care of facilities and equipment will result in loss of privileges.

RSOs are to submit detailed description of their planned event through UISConnection in a timely manner, this should also include set-up information. Furniture is not to be moved once set by University Employees with the exception of wheel based furniture that may be reconfigured but may not be removed from the facility.

Food is permitted only if UIS Catering is providing the services or a waiver has been granted. Food is never permitted in Classrooms or Computer labs.

RSOs may not affix decorations to the walls or ceilings of a facility, decorations should be discussed with your Student Life Liaison in advance to determine allow-ability.

The use of open flames indoors is prohibited by RSOs.

The RSO should deposit all garbage into receptacles provided, facilities should be left as neat as they were found.

In the event that a confirmed space or set up is not completed or available to your organization, contact Student Life [studentlife@uis.edu](mailto:studentlife@uis.edu) or 217-206-4762 and your Student Life Liaison immediately.

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The undersigned have read and agree to abide by the policies outlined above and in the RSO Handbook.

_____ RSO President (Printed)	_____ Signature	____/____/____ Date
_____ RSO Treasurer (Printed)	_____ Signature	____/____/____ Date
_____ RSO Advisor (Printed)	_____ Signature	____/____/____ Date