

## College of ACES Library, Information and Alumni Center-Conference Center 2015-2016 Conference Room Rental Policies and Procedures

1. **DECORATIONS:** All decorations and rental items must be approved by the College of ACES Director of Special Events or designee. They must be free-standing, including signs. Nothing is to be attached to the walls or ceiling in the meeting rooms or common areas including the atrium and staircase. No posters or banners will be permitted on the Library, Information and Alumni Center (LIAC) exterior or grounds without the approval of the Director of Special Events. No tacks, nails, tape or similar items may be used in meeting rooms and/or corridors. Glitter, "silly string," sprinkles or confetti will not be allowed in the LIAC. Candles in a hurricane lamp will be allowed, but candles, hurricane lamp and flame must extend no more than six inches above the table surface.
2. **PARKING:** There are metered parking lots in the circle drive immediately south of the LIAC, behind the buildings south of the circle drive, and to the east behind Turner Hall which is located immediately east of the LIAC. Carefully note the effective times of the meters and reserved spaces as they vary from lot to lot and space to space. To make special parking arrangements, please call UI Parking at 217/333-3530.
3. **LIABILITY:** Each facility user shall indemnify and hold harmless the University of Illinois, the College of ACES, its agents and employees against any and all damages, claims, liability due to loss of the property of others or any other liability arising out of its use of the Library, Information and Alumni Center. The facility user is responsible for the payment of any damages to or loss of university's property if it occurred as a result of the preparations or cleanup for, or during the actual event itself. **Please Note: All Non-University use of the LIAC requires that insurance be purchased to cover the event. Please see your Rental Agreement or Director of Special Events for details.**
4. **COMPLIANCE:** The College of ACES reserves the right to deny use or continued use of its facilities to any person or organization not complying with the college's policies and procedures.
5. **ANIMALS:** Animals are not allowed inside the LIAC, except for those to assist persons with disabilities.
6. **DAMAGE:** Renters will assume all costs for damage to the LIAC, including damage that may occur to floors, walls and fixtures that may be caused by movement of tables, chairs or equipment and/or damage which may result from the service and consumption of food and drink. Such costs may include cleaning carpets and upholstered furniture.
7. **ALCOHOL:** The University of Illinois has specific rules regarding the serving and consumption of alcohol on any university property. Please see the Director of Special Events for additional information. No alcohol may be brought into the LIAC by private individuals under any circumstances.
8. **CHILDREN:** Children are welcome at the LIAC but must be under the supervision of a responsible adult at all times. All event attendees, including children, must limit their access to the building to the designated area for the event and associated restrooms unless special arrangements have been made.
9. **COFFEE & TEA SERVICE:** Coffee must be catered in or prearranged through the LIAC. The charge for coffee and tea service is \$1.25 per person. Advanced notice for coffee service needs to be noted on the LIAC reservation.