GUIDELINES FOR USE OF THE PARLORS

1. Reservations for parlors are to be made through the office of the Associate Dean for Residence Life. Arrangements are to be cleared by the Associate Dean or by a designated person, who will in turn:
   • notify the physical plant.
   • provide account number to which charges may be added when tables, chairs, etc. are requested to be delivered.

2. Fee for use of the parlors is $50 to be paid at the cashier’s office.

3. The renter acknowledges that the facility is primarily used for the activity carried on by the College. Therefore he/she agrees to plan so that the function does not interfere with the activities of the residence hall.

4. To preserve the beauty of the furnishings, moving of furniture is discouraged. Requests to do so must be made prior to the event and approved by the associate dean or her designated person.

5. Should any cleaning other than normal routine cleaning be necessary or any damage to college property occur, the renter agrees to pay charges within (10) working days of notification of such damage charges.

6. A large heavy plastic cloth needs to be placed behind the cake table to catch cake crumbs.

7. NO red or grape punch is to be served in the parlor.

8. The renter understands that the use of tobacco products, alcoholic beverages and non-prescription controlled substances, and dancing are prohibited on Campus.

9. Birdseed, rice and such are to be confined to outside the building, which would include the center courtyard.

10. A College hostess will be on duty for your party. Any questions on the day of the event should be directed to her.

11. Any other questions should be directed to the Dean of Women.