

Guidelines for After-Hours Use of Shelby Hall, The Science and Engineering Building, or Lloyd Hall

- 1) All use of the Lecture Halls, Classrooms and Conference rooms has to be reserved ahead of time.
- 2) Arrange to pick up the key to the Lecture Halls, Classrooms and Conference rooms; typically by 3:00 p.m. on the day of the event.
- 3) Let The Building Representative (Rachel Hogue, office 1032 Shelby Hall) know if the event is canceled for any reason (rjhogue@bama.ua.edu 348-6818).
- 4) No food or drink is permitted in the Lecture Halls or Classrooms.
- 5) If you move furniture or equipment during the event, please move the items back to their original location before exiting
- 6) Lock the doors upon leaving
- 7) Do not hang any signs (unless given permission beforehand by the Building Representative)
- 8) Do not unlock or prop open any outside or swipe activated doors unless there is an emergency. Some doors can't be relocked from the outside and some will sound an alarm at UAPD if left propped open.
- 9) Be out of the building no later than 10pm.
- 10) Return the key(s) immediately after the event to the drop box outside office 1032 Shelby Hall. If your event runs after 9pm and you can't return the key(s) that evening, send the Building Representative a message letting her know when the key(s) will be returned. This should be done as early as possible the next business day.
- 11) Be respectful of other occupants in the building.
- 12) Only use the space reserved for your group (not adjoining lecture halls, hallways, classrooms or rotunda)
- 13) No skateboarding or biking in the building or courtyard.
- 14) Please respect the custodians and other activities going on in the building.

For Events or Food, Only in Allowable Areas

- 1) If alcohol is to be served, give the Building Representative a copy of the University permission form.
- 2) Clean up all trash and leave the barrels in the Hall/Rotunda so Housekeeping can empty them.

I have read and understand the guidelines for use of the Shelby, SEC or Lloyd Halls.
By signing I agree that I and my group will abide by these rules,
and I understand that failure to abide by these rules could result
in loss of access to these facilities.

Signature and Date

EVENT NAME: _____

EVENT DATE(S) OR DURATION: _____

START AND END TIME: _____

KEY PICK-UP PERSON: _____

CONTACT PERSON AND PHONE NUMBER/EMAIL: _____