



**JAKE JABS COLLEGE OF BUSINESS AND ENTREPRENEURSHIP
HOUSE RULES**

Thank you for choosing to use Jabs Hall for your event/meeting. Please observe the following rules:

- Use only dry-erase markers on white boards and writable glass surfaces. All glass surfaces with translucent film are writable with dry-erase markers.
- Follow Poster and Signage Guidelines before hanging any materials on walls
- Only use magnets to attach items to the white boards mounted on the walls
- You may rearrange the furniture in the room
- Do not take furniture from other rooms
- You may bring snacks and drinks but trash needs to be carried out to the hallway trash containers
- Meals must be catered and arranged through University Food Service.
- Please vacate the room by the time indicated on your reservation
- No smoking anywhere in Jabs Hall

When you have finished, please:

- Call catering to collect food items, if applicable
- Erase all whiteboards and glass surfaces
- Return all furniture to its original position
- Log off the computer
- Shut down the overhead projector and smart podium
- Throw away all trash and toss all recyclable items in the appropriate bins
- Close all windows

Note: You are financially responsible for any damage or clean-up required after your use. Significant damage or failure to clean-up may result in not being allowed to use Jabs Hall facilities in the future.

Questions or problems? Please go to Room 302 (Dean's Suite) or call 994-4432. If your event occurs after hours (5:00 pm or later), there is no administrative support from JJCBE staff, call University Police for emergency assistance at 994-2121.

Name of Organization: _____

Name of Requestor: _____

Signature of Requestor: _____ Date: _____

Signature of Event Facilitator: _____ Date: _____

Signature of Event Facilitator: _____ Date: _____

Signature of Event Facilitator: _____ Date: _____

Signature of Director of Operations JJCBE: _____ Date: _____