VILLAGE CENTRE USAGE POLICY

In the interest of personal safety of guests, participants, and staff, and as a courtesy to other Centre users, the following rules must be followed when utilizing the Village Centre.

- All aisles leading to exit doors must be kept clear and unobstructed. Exit doors cannot be blocked and must be able to be opened from both sides.
- Decorations, posters, displays or other exhibits are not to be hung from or attached to the walls, ceiling or light fixtures.
- The use of tape, glue, thumbtacks, nails, poster putty, or other adhesive material on walls, door frames, and equipment are not permitted.
- The use of open flame candles, glitter, birdseed and rice are strictly prohibited. When in doubt, please check with the Scheduling Office for specifics.
- All decorations must be cleared away and disposed of by the lessee immediately following the event. In the event the decorations are not disposed of in a timely manner, lessee will be billed rental fees for the number of Maintenance hours necessary to remove the decorations.
- A variety of caterers have been approved to serve food in the Village Centre. Only caterers from the approved list may be used. No potluck food may be brought in.
- Chartwells Food Service is the only caterer authorized to provide alcohol for events at the Village Centre. John A. Logan College Board Policy must be followed when alcohol is served.
- Maintenance will provide a one-time setup arrangement. Changes to the setup will result in additional charges.
- Media Distribution will provide a one-time setup of equipment for the event. No internet service is available.
- Only fees for college-sponsored events may be waived, at the discretion of Administration. A waiver form is available through the Scheduling Office.

___________________________________________________  _____________________________________________________
DATE                                           LESSEE