



John A. Logan College

Guidelines for Facility Scheduling

Thank you for your interest in scheduling an event with John A. Logan College. Below is a list of guidelines for the usage of facilities.

Guidelines for Use of Facilities

- All use of campus facilities for personal or business use must be scheduled through the JALC Scheduling office.
- Room rental fees and/or setup fees may apply.
- JALC will provide tables, chairs, internet, and technical needs
- A/V requests must be made at the time of the reservation.
- Complete setup information must be provided no later than two weeks prior to event.
- A copy of liability insurance, naming JALC as an additional insured, is required.
- A cancellation fee may apply if an event is cancelled with less than 30 days formal notice.
- Access may be granted the evening before if availability allows and if arranged in advance.
- Changes made within less than 4 days of an event cannot be guaranteed.
- Food may be served in designated areas only. No food or beverages is allowed in computer labs. Only food provided by caterers from the John A. Logan College Authorized Caterer's List is allowed, see below:
 - * See <http://www.jalc.edu/facilities> for JALC approved caterer's list.
- Alcohol may be served, only according to College Guidelines and will incur an additional service fee. Information found here:
<http://www.jalc.edu/files/uploads/global/facilities/pdfs/adpro306.pdf>.
- Open flames are strictly prohibited. Candles may be allowed if flame is enclosed by a glass hurricane cover and approved in advanced. No decoration may be taped, glued, nailed or otherwise pinned to any wall or other varnished or painted surface. The use of glitter, confetti, rice or birdseed is prohibited.
- John A. Logan College reserves the right to amend or cancel the use of campus.

***For additional information or to schedule an event or training,
please call 618-985-2828 ext. 8343.***