

Student Leadership Center Reservation Policy

Please read through the following information carefully. All reservations must be made at least a week in advance.

The Student Leadership Center (SLC) welcomes your use of our space. There is no charge for the use of our facilities, but we record your club name and the banner Id number of the person reserving the space in the case of damages or uncleanliness. It is your responsibility to ensure the SLC is left in the same state in which it was found. The person who reserves the space is responsible for adherence to the following guidelines:

- If any furniture/artwork/equipment in the Center is broken, defaced, or missing, your group will be responsible for the cost of replacement.
- You are responsible for clean-up after your event. All tables should be wiped off. If the furniture is moved, please put it back.
- All trash and recycling should be bagged and placed in their respective bin in the programming space.
- All food leftovers and supplies should be removed from the space. Any food waste left in trash cans needs to be removed from the SLC entirely.
- All lights should be turned off and all doors secured after an event.
- No alcohol or drugs are permitted in the Student Leadership Center.

If the space is not properly cleaned or rearranged, you may be charged a fee.

Please direct any questions to The Office of Campus Involvement at 330-569-5182 or dowdsa@hiram.edu.