

THE REQUESTOR IS RESPONSIBLE FOR CONTACTING AND ADVISING BUILDING MANAGEMENT OF ANY SPECIAL CONFIGURATION REQUIREMENTS FOR ROOMS – BUILDING MANAGEMENT REQUIRES THE FOLLOWING:

1. For reservations in the Open Recreation Area and the Multi-Purpose room, A clear concise schematic of the set up, including room landmarks and all pieces of furniture required for the set up.
2. The schematic MUST be e-mailed to the building manager at [infodesk@ssi.millersville.edu](mailto:infodesk@ssi.millersville.edu) or dropped off to the information desk at least 3 business days prior to the event.
3. The date and time that the set up is required.
4. The earliest time that the all purpose room is available on the day of the set up.
5. The contact person in charge in the event building management has any questions concerning the set up.

THE REQUESTOR IS RESPONSIBLE FOR CONTACTING CATERING AND HANDLING ALL CATERING ARRANGEMENTS.

THE REQUESTOR IS RESPONSIBLE FOR CONFIRMING OR MAKING ARRANGEMENTS FOR TECHNOLOGY RELATED EQUIPMENT (Technical Operations - 872-3507).

THE REQUESTOR IS RESPONSIBLE FOR LEAVING THE ROOM(S) IN AN ORDERLY FASHION WHEN THE EVENT IS COMPLETED.

USE OF CANDLES/OPEN FLAMES IS STRICTLY PROHIBITED IN THE SMC. THOSE ORGANIZATIONS WHO ARE FOUND TO BE USING CANDLES/OPEN FLAMES IN THE SMC WILL IMMEDIATELY LOSE ROOM PRIVLEDGES IN THE SMC FOR ONE (1) SEMESTER.