

## CONFERENCE ROOM POLICY

Effective July 1, 2021

### Uses

The conference rooms at the administrative offices of Clemson Extension Agribusiness at the Sandhill Research and Education Center are available for meetings during regular office hours of 8:00 am to 4:30 pm, Monday through Friday, excluding official holidays. The rooms may be used for organizational meetings and educational programs relating to the mission of the Sandhill REC. *The individual who signs this document must serve as the primary contact and will be held responsible for any damage to the facility occurring during the approved event. The primary contact handles all communications and arrangements with the Sandhill staff, accepts responsibility for compliance with all rules set forth in this policy and will be physically present during the entire event/meeting.*

### Rules of Usage

- Reservations for use of the conference rooms are maintained on the calendar on a first-come, first-served basis. To check availability and make reservations, contact the administrative assistant at 803-788-5700.
- The user is responsible for all room set-up and equipment needs.
- Food and beverages are allowed in the room; however, the user will be required to clean up all debris from food and beverage, bag and remove trash from the area. Users of this room are required to leave it in a clean, neat condition. The user may be charged a minimum fee of \$50.00 if additional cleaning is required.
- According to state policy, no alcohol is permitted.
- **Clemson University is a tobacco-free campus.** All forms of tobacco and smoke-related products are prohibited. Along with cigarettes, the ban includes chewing tobacco, smokeless tobacco and electronic cigarettes.
- The Clemson Sandhill REC is not responsible for damage to or loss of any items left in the facilities prior to, during or following any function. Property is placed in the facility at the user's and guest's own risk. Users agree that Clemson University Sandhill REC will not be held responsible for accidents or injuries occurring during the event/function.
- After-hours and weekend use of this room is allowed only for Clemson employees. The reserving employee must be present during the after-hours meetings and will secure the facility prior to departure.
- Exceptions to usage may be made at the discretion of the director.
- **Cancellation:** If a reserved use must be cancelled, the reserving party must contact Sandhill REC and notify them of cancellation at least 1 day prior to the scheduled time. Failure to notify the Clemson staff of the cancellation in a timely manner will result in a **\$100 cancellation fee** and possible suspension of future usage for the reserving party.
- **Record of meeting:** All users of the conference rooms are required to sign in on the official Clemson University meeting attendance sheets located in the room. This may be left in the room or turned in to Tish Baskett, Administrative Specialist.
- **Fees are due at the time the reservation is made.**

