

CONFERENCE ROOM POLICY

Effective April 1, 2019

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 fee of \$100.00 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.**



SANDHILL RESEARCH AND EDUCATION CENTER

Sandhill REC
Request for Conference Room

900 Clemson Road
Columbia, SC 29229
803-788-5700

Contact Name (print) Phone Number e-mail address

Mailing Address City State Zip

Organization Event/Program Title

Event Date(s) Starting Time Ending Time Expected Attendance

RESERVATION REQUEST:

G01 - Seating capacity - 60 Amount due: \$
FEE: \$100 per hour or \$500 per day

G02 - Seating capacity - 25 Amount due: \$
FEE: \$100 per hour or \$500 per day

Board Room - Seating capacity - 15 Amount due \$
FEE: \$100 per hour or \$500 per day

By signing this agreement, I agree to abide by the rules set forth by Clemson University Sandhill REC for the use of the conference room(s) located at 900 Clemson Road, Columbia, SC.

Signature Date

Payment Method:

Check (made payable to Clemson University)

Cash

FULL PAYMENT OF THE AMOUNT DUE IS REQUIRED AT THE TIME OF RESERVATION.

Please sign and return this form with payment to confirm your reservation:

Clemson University Cooperative Extension Service offers its programs to people of all ages, regardless of race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, marital or family status and is an equal opportunity employer.