CONFERENCE ROOM POLICY
Effective July 1, 2016

Uses
The conference rooms at the administrative office of the Clemson Institute for Economic and Community Development at 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.
• According to state policy, no alcohol is permitted in this facility.
• In compliance with Clemson University policy, smoking and use of tobacco is not permitted in the indoor areas of any building. Smoking is not permitted within fifteen (15) feet of any entrance to a University building or covered walkway. Smoking is allowed in designated areas only.
• The Clemson Institute for Economic and Community Development at Sandhill Center is not responsible for damage to or loss of any items left in the facilities prior to 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/CIECD 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 Institute for Community and Economic Development Center staff. The reserving staff member must be in attendance at all times during these after-hours meetings and will secure the facility prior to departure.
• Exceptions to usage may be made at the discretion of the director of the Clemson Institute for Economic and Community Development.
• Cancellation: If a reserved use must be cancelled, the reserving party must contact the Clemson Institute for Economic and Community Development and notify them of cancellation at least 1 day prior to the scheduled time. Failure to notify the Clemson Institute staff of the cancellation in a timely manner will result in a $50 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.

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.
**Contact Name (print)** | **Phone Number** | **e-mail address**
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Mailing Address | City | State | Zip
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**Organization** | **Event/Program Title**
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**Event Date(s)** | **Starting Time** | **Ending Time** | **Expected Attendance**
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**RESERVATION REQUEST:**

- **Large Conference Room** (seating capacity – 30)
  - FEE: $50 per hour or $125 per day
  - **Amount due:** $____________

- **Small Conference Room** (seating capacity – 20)
  - FEE: $25 per hour or $100 per day
  - **Amount due:** $____________

- **G01 - CIECD** (seating capacity – 60)
  - FEE: $100 per hour or $500 per day
  - **Amount due:** $____________

- **G02 - CIECD** (seating capacity – 25)
  - FEE: $100 per hour or $500 per day
  - **Amount due:** $____________

- **Board Room – CIECD** (seating capacity – 15)
  - FEE: $100 per hour or $500 per day
  - **Amount due:** $____________

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

_________________________  ________________  ________________
**Signature** | **Date**

**Payment Method:**

- **Check** *(made payable to Clemson University)*
- **Cash**

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*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:

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