

THE MELDA MURRAY STUDENT CENTRE CODE OF CONDUCT

Hello, I am very excited that you have space in the MMSC to host your event. Please read the following rules carefully and sign as an indication that you are willing to comply with the rules.

RULES WHEN USING THE SPACE:

- **Respect the booking.** You will receive a confirmation email that your space has been booked. You may not go over the time of your booking and you may not kick others out before their time is up.
- **Take out all the garbage that you bring in** i.e Pizza boxes, drink containers, loose leaf paper etc.
- **No alcohol** All events should be dry events to ensure that they remain inclusive to all students.
- **Respect your card access:** some of you will gain card access for after hours. Please do not access the space outside of the time that you booked it.
- **Dry erase markers stay in the center:** There are dry erase markers provided for the white boards. If they run out, you can put them in the basket provided and I will replace them.
- **Move furniture back to where you found it,** I don't mind if you move things around to optimize the space, but I expect everything to be put back to the way that it was when you're finished.
- **LOST KEYS MUST BE REPLACED:** A fee of \$50.00CAD will incur for each key that you lose as they will need to be replaced.

FAILURE TO ABIDE BY THESE RULES WILL RESULT IN THE TERMINATION OF YOUR AFTER HOURS ACCESS AND BOOKING PRIVILEGES

I have read and agreed to abide by the rules in place for the use of the Melda Murray Student Centre

Signature of Student: _____

Date: _____

Signature of Coordinator: _____

Date: _____