

**PERMISSION FOR USE OF WELCH HALL CONFERENCE ROOM**

Purpose of Group \_\_\_\_\_

Person Responsible for Group \_\_\_\_\_ Semester Requested \_\_\_\_\_

Days Needed Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Times Needed \_\_\_\_\_

No food or drink is allowed in conference room.

Be sure room is clean and neat (chairs under table) when leaving.

Group should maintain a noise level of general conversation.

Computer under white board is for a specific purpose; do not use.

Do not rummage through cabinets.

Prior approval must be received before using tv or equipment.

Any changes in day or time of meeting must be approved.

As the person responsible for this group, I will be sure the above rules are maintained and understand that I will be held accountable if they are not.

Student \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_