

Auditorium Use Policy

MMTH 166

The person using the equipment must complete training on the equipment in the auditorium. To set up a training session, please call 745-2243.

The key must be picked up and returned the day after the event in **MMTH 244**. We are available **Monday through Friday 8 a.m. – 4:30 p.m.** (7:30 a.m. – 3:00 p.m. during Summer Hours). Our office phone number is 745-2243. Not returning the key in a timely manner will suspend future use of the auditorium.

Food or drink is not allowed in the auditorium.

Lit candles or anything with a flame is not allowed in the auditorium. (This is by order of the WKU Fire Marshal.

Reservations and set-up for tables & chairs can be requested by calling Rachel Goodman in Special Events at 270-745-2497.

Furniture must be broken down and moved to the stairwells after each event by the host department of the event. Furniture cannot be set up inside the auditorium.

Departments may be inter-account billed if Information Technology has to request facilities management to break down your set-up or clean the auditorium after your department's use.

Nothing may be mounted on the walls in the auditorium or in the lobby. Cost of damage for repairs will be inter-department billed.