

Rules and Conditions:

Conditions, under which college buildings and grounds may be used, are as follows:

1. No organization may use the building or grounds for programs that conflict with the college's strategic plan.
2. Spoon River College reserves the right to make room assignments based upon the most efficient use of the facilities.
3. Weekend events require special consideration and the College reserves the right to limit scheduling.
4. There shall be no alcoholic beverages or illegal drugs brought to or consumed in the facilities or on the grounds. MOC is a smoke free facility.
5. Advance confirmation is needed on final arrangements at least 2 days in advance of event.
6. Contact information of caterer must be provided at least 2 days in advance of catered events.
7. When using a caterer for events "open to the public" a current Illinois Food Service License must be on file at the Outreach Center.
8. Organizations using the facilities shall be responsible for the conduct of its members.
9. Building keys will NOT be provided to any groups.
10. Organization will assume responsibility for damage. Compensation for any damage done to college property shall be provided by the organization/applicant.
11. Groups utilizing technology agree to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession. Groups will provide a competent operator for using College equipment. Adjusting technology setup is prohibited unless special permission is granted.
12. The kitchen area is available for storage and access to sink only. Supplies in kitchen are property of SRC. Spills and debris must be cleaned up.
13. Groups are responsible for insuring that any substance dropped on the carpet must be cleaned up immediately.
14. Storage Room, Mechanical Room, and IT Rooms are OFF limits.
15. Groups are responsible for providing their own consumables (i.e. easel pads, markers, tape, etc.) By request we can provide you with an easel if needed.
16. Putting up decorations is prohibited unless special permission is granted.
17. Thumb tacks and Tape are NOT allowed. Our staff will provide event signage.
18. Cancellations must occur 24 hours before event time or 50% of the rental fee will be charged. In the event of inclement weather, your event may need to be canceled. Cancellation charges will not incur due to inclement weather. We will contact the phone number listed on your Request for Use form.