

# EMCC Space Use Pointers

## **DO:**

1. **Include on any Help Desk Request** this information:
  - a. Event contact name & phone
  - b. Name of event
  - c. Space used
  - d. Arrival time of responsible person
  - e. Specific needs
  - f. Number of people involved in event
2. **Leave room** like you found it.
3. **Power down** computer & turn off monitor.
4. **Turns lights off** when leaving.
5. **Evenings & weekends:** Notify security when you arrive and leave your space.
6. **Request room layout changes** before your event.
7. **Remember classes are in session.** Keep sound down whenever possible.
8. **Report food trash during off hours** to Facilities Help Desk with cc: to Robin Price.
9. **Clean whiteboards** before leaving.
10. **Remember evening & weekend staff is limited or non-existent.** Ask ahead for help, but be prepared with a backup plan.

## **DO NOT:**

1. Do not unhook, or move, **computers**.
2. Do not remove **dry erase pens**.
3. **Do not leave event you are responsible for** until teardown, cleanup is complete.
4. Do not allow food or drink in **classrooms**.
5. Do not serve **red drinks** in carpeted spaces.
6. Do not ask students to move **furniture**.
7. Do not leave **spills** to be discovered later.
8. Do not leave **tents** up after your event. Plan to have at least 2 people available to fold tent. Return to Student Life, Facilities, or Public Safety.
9. Do not use push pins or tape on **walls**.
10. Do not use confetti during your event. It kills vacuums & hurts the environment.