



## **Robinson Hall Building Use Guidelines**

Revised 04/03/2019

Thank you for your interest in reserving space at Samford University's Cumberland School of Law. We hope that you find our facilities to be suitable for your event. We ask that you read and follow the guidelines below in order to help us keep our facilities secure and in good working order. Failure to adhere to these policies may result in a monetary fine.

### **General Guidelines**

Events scheduled in Robinson Hall must be approved by the Building Coordinator, and approval will be based on space availability and event purpose. A signed copy of the "Building Use Guidelines" must be returned to the Building Coordinator prior to the event.

If your event requires a set-up of furniture other than the normal configuration in the room reserved, please contact the Building Coordinator 48 hours in advance and arrangements will be made with Facility Services. If furniture is moved or rearranged by Facility Services, charges will be passed on to your organization.

If there are damages to the room or equipment or other facilities, a clean-up and/or damage fee may be assessed, and future use of the room may be denied, or may require an up-front deposit, refundable at the end of your event.

Electronic equipment in the room is configured for optimal use - do not reconfigure equipment in any way. Please contact us if you have needs other than those provided in the room, and they will be addressed on a case-by-case basis.

Decorations will be limited to tabletop decorations. Banners and signs should be displayed on easels. We ask that no tape, nails, or tacks be used to hang banners and signs on the walls, doors, or windows anywhere in the building, this includes directional signs to direct attendees to your event. Sign stands (up to 6) are available upon request and are available at no charge to the event.

If food and drink are consumed (where allowed), you are responsible for placing any trash generated in provided trash cans. Please report any spills or accidents to us as soon as possible so that we may address them quickly.

Please remember this is an educational institution and classes are often in session. Please be considerate of students, faculty and staff and keep noise to a minimum when in the hallways.

Children must be carefully supervised at all times.

Pets are not allowed in the building.

The use of tobacco and alcoholic beverages in the building is prohibited.

### **Shutting Down Equipment**

Turn off projectors and other equipment when not in use for extended periods of time. If equipment that contains consumable materials (including projector lamps) is found to be left on, and can be attributed to a certain event, a damage fee may be assessed.

### **Technology Requests**

All technology-related requests should be directed to Jeff Whitcomb, the law school's Technology Services Manager, via e-mail ([jmwhitco@samford.edu](mailto:jmwhitco@samford.edu)) or phone (205.726.4662). Please contact Mr. Whitcomb 48 hours in advance if you plan to use any of our equipment.

### **Keys**

Please contact the Building Coordinator for a key to a specific room or computer cabinet. A key will be signed out to your organization. At the end of your event, or at the end of each day, please be sure to lock any doors or cabinets you unlocked. At the conclusion of your event, please return any key(s) to the Building Coordinator. A charge will be assessed if keys are not returned.

**Parking**

Reserved parking for events is by prior arrangement only and is usually accommodated in overflow lots south of Wright Center and the football stadium. A limited number of spaces may be reserved near the law school for guest speakers, presenters or honored attendees. To make arrangements for reserved parking, please contact David Wilson, Director of Operations, via e-mail at [dwilso13@samford.edu](mailto:dwilso13@samford.edu) or phone (205.726.2887).

**Food Policy**

The University offers catering services through Campus Dining, Inc. Their contract with the University gives them the "right of first refusal" on all functions held on campus involving the use of university funds. For more information, please contact Donna Lloyd via e-mail ([donna.lloyd@sodexo.com](mailto:donna.lloyd@sodexo.com)) or phone (204.726.2480). An outside food source or caterer is permitted.

**Cancellation**

As a courtesy, please notify us of any cancellation(s) at least 24 hours prior to your event.

**After Hours**

Cumberland School of Law and most Samford University offices and staff normally operate from 8:00 AM to 4:30 PM Monday - Friday.

For heating and air issues after hours, please contact the University's 24/7 Service Center via phone (205.726.2407).

Any other after hours questions should be addressed to the University's 24/7 Service Center via phone (205.726.2407).

Any incident involving an emergency situation should be reported to the University's Department of Public Safety via phone (205.726.2020).

If you have questions regarding these guidelines, please contact:

David Wilson, Building Coordinator for Robinson Hall  
[dwilso13@samford.edu](mailto:dwilso13@samford.edu) or 205.726.2887

Exceptions to the policies stated above require the approval of the Building Coordinator.

I have read and understand the guidelines.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please return a signed copy of the "Building Use Guidelines" to:

David Wilson  
Building Coordinator  
Cumberland School of Law  
800 Lakeshore Drive  
Birmingham, Alabama 35229

Phone: 205.726.2887  
E-mail: [dwilso13@samford.edu](mailto:dwilso13@samford.edu)