University of Pennsylvania’s LGBT Center Rental Policy

Thank you for your interest in the LGBT Center. We hope you will enjoy your time here. If you have any questions or comments about our reservation policy or our facilities and services, please do not hesitate to contact the Building Coordinator or the professional staff. Details of our Rental Policy are as follows:

Payment:
Payments for LGBT Center room reservations must be received two weeks in advance of the reservation date for parties who are not Penn-affiliated, and one week in advance of the reservation for Penn-affiliated parties. Cash, checks, money orders, and Penn journal transfers are accepted.

Checks and money orders should be made payable to:  

Trustees of the University of Pennsylvania  
LGBT rental

Cash, checks, and money orders can be dropped off in person or mailed to:

LGBT Center  
Attn: Building Coordinator  
3907 Spruce Street  
Philadelphia, PA 19104-6031

Penn journal transfers must be initiated by the organization hosting the event. The LGBT Center cannot initiate payments. Please see the invoice for additional information.

Student groups are not billed for room reservations during the LGBT Center’s regular hours of operation, but may be charged for additional equipment and furniture. All other entities, including University of Pennsylvania staff and faculty, will be charged for the use of space, additional furniture and equipment. These charges vary between times when the Center is open and when it is closed.

Cancellations:
Cancellations must occur at least 48 hours before the event’s scheduled start time or payments made will not be refunded. Cancellations made more than 48 hours before the event’s scheduled start time will receive a full refund.

Building Access:
Arrival: Renters are expected to arrive at the contractually agreed-upon pre-event time, not beforehand. If you do not arrive after 30 minutes of the contractually agreed-upon pre-event time, you will forfeit your reservation and no refund will be given. Access will be granted through the front door of the LGBT Center, which is on the Spruce Street (south) side of the building. If the reservation is during the Center’s regular hours of operation, the door will be unlocked and accessible. If the reservation is outside of the Center’s regular hours of operation, the doors will be locked, and will remain locked throughout the event. A work-study student will arrive at the pre-event time to allow the renter and to
enter the building for set up and to allow subsequent guests to enter. Guests are required to use the call box adjacent to the Spruce Street door to request entrance.

Patio doors may not be opened during an event when the center is closed. A silent alarm will be sounded and campus security will be notified.

If the Spruce Street entrance door does not provide adequate accessibility clearance for any person, the staff may temporarily open the Carriage Doors to accommodate that person.

Access through the back door of the LGBT Center, which is on Irving Street, will not be granted unless arrangements to do so have been made in advance with the Building Coordinator or professional staff.

**Departure:** All events must end, including break-down and clean-up, by the contractually agreed-upon post-event time. An event which runs past its scheduled post-event time may interfere with other scheduled events or staff obligations and will incur additional charges beyond the amount on the invoice for the room and equipment reservation.

**Set-Up and Break-Down:**
Our staff is friendly, knowledgeable, and capable; they will assist you in any way they can within the terms set out in this policy and within the confines of their job descriptions. During your event, a staff member will be here to answer questions, but any additional assistance such as moving furniture, hanging decorations, etc. is not within their job description; it is your responsibility to set up before your event and break down and clean up afterward. Please do not drag furniture across the floor surfaces; pick it up. Also, please do not adjust thermostats in any of the rooms. The zoned system of heating and cooling will be disrupted and the adjustment will not affect your rented space.

**Set up:** Setting up before an event should begin at the reservation’s pre-event time. Taking longer than expected to set up for your event does not grant you additional time past the contractually agreed-upon post-event time. Your event must end on time.

**Break-Down:** Breaking down after an event should begin at the time specified on the room reservation request. Parties should allow at least 30-60 minutes for event break-down. Taking longer than expected to break down does not grant you additional time past the contractually agreed-upon post-event time. Your event must end on time. This is particularly important for events that end during the evening hours after the Center is closed. While breaking down, please ensure you have left the space the way you found it when you arrived to set up your event. Double check that all surfaces, floors, furniture, refrigerator, and sink are clean; the windows are closed; the lights and equipment are turned off; the furniture is returned to its original positioning; and all doors are closed completely. Any trash generated by the event must be removed by the renting group. There are two dumpsters behind the Center into which renters can deposit trash and recyclables. Do not leave any trash or recyclables in the building. Trash must not be deposited anywhere outside of the building except in dumpsters.

**Equipment and Services:**
The LGBT Center has a variety of equipment that can be rented; items are listed in the on-line reservation form, and if you would like to reserve items, please clearly note when requesting space for
an event. Upon arrival at the Center at the pre-event time, a staff member will direct the renter to the location of the reserved equipment. The Center staff member and the renter will ensure that all equipment is functional and not damaged before the event. At the end of an event, an LGBT Center staff person along with the renter will verify that equipment has not been damaged.

**Equipment:** Additional fees may be charged for the reservation of equipment. This includes, but is not limited to, the reservation of the digital projector and screen, podium and microphone, portable amp and speakers, iPod/iPhone dock, white board, and outdoor grill. Additional tables, tablecloths, and use of the kitchen also incur a fee if reserved for an event. There is no charge for the use of the multimedia system in the Goodhand Room, and there is no charge for additional stackable chairs located in a closet in that room. The multimedia system consists of a 50" flat screen monitor which is connected to a PC and Xbox game system. The multimedia system is also capable of playing the radio, television, CDs, DVDs, and VHS tapes. If you would like to connect an iPhone/iPod, you must provide a USB cable. Use of the Wii or Xbox system requires leaving photo identification with the LGBT Center staff person at the reception desk. Requesting equipment does not guarantee the equipment will be provided. When the renter receives confirmation about room reservation from the reservation coordinator, the correspondence will include a notification of the guaranteed provision of equipment.

Note: All cables required to connect personal technology to the Center’s equipment must be provided by the renter. The Center and its staff cannot provide these cables. When connecting personal technological equipment to the Center’s equipment, connecting cables can be plugged only into the appropriate and accessible ports. Removing or replacing the already-existing wiring is not allowed. The digital projector and multimedia system are PC-compatible only; they will not support any other platforms. Connecting a personal laptop to the Center’s multimedia system is strictly prohibited.

**Services:** Additional fees may be charged for the provision of requested services. These services include, but are not limited to, the use of the kitchen during an event. Reserving the kitchen for use during an event does not make it permissible for the renter to remove already-existing food items from the refrigerator or freezer, or for the renter to utilize the storage space in the drawers, cabinets, and closets. Utensils and serving dishes in the kitchen may be used, as long as they are not labeled, “LGBT Center Use Only” and if they are cleaned and returned to the location from which they were found. Requesting a service does not guarantee the service is available. When the renter receives confirmation about room reservation from the reservation coordinator, the correspondence will include a notification of the guaranteed provision of services.

**Building and Event Security:**
All people entering the building should enter through the front door, located on the Spruce Street side of the building. No doors in the Center may be propped open without first notifying a Center staff member; this includes the patio doors. All doors and windows must be closed securely and lights turned off at the end of an event. Please take all personal belongings upon exiting the Center after an event.

**Alcohol:**
People hosting events with alcohol have additional responsibilities. Federal and state laws prohibit the sale, directly or indirectly, of alcohol unless by a licensed vendor. All undergraduate students and student organizations will be required to discuss their event, register, and follow the policies of the University of Pennsylvania’s Office of Alcohol and Other Drug Program Initiatives at 215-573-3525. No oversized or common source containers of any sort, including, but not limited to kegs, beer balls, and
party balls, are permitted at any on-campus undergraduate function. Delivery of alcohol or the chilling of alcohol in the Center’s refrigerator before the pre-event time of the event is strictly prohibited unless arrangements have been made with the Building Coordinator or professional staff at the time of the room reservation request.

Food:
Food and beverages are not permitted in the Reading Room of the Center. There are no restrictions on catering in other areas of the building. If you wish to store food items at the Center before the actual event time, special arrangements may be made with the Building Coordinator or professional staff.

Smoking:
Smoking is not allowed anywhere inside the LGBT Center. Smoking is permitted 20 feet or more from all LGBT Center entrances. Please dispose of cigarette butts in appropriate containers.

Noise:
You will conduct your activities on the premises in such a manner as not to constitute a nuisance or disturb other occupants of the building or the occupants of surrounding buildings. No loud music is permitted at events held at the LGBT Center.

Damage:
The LGBT Center is not responsible for damages to a renter’s property or the property of the renter’s guests. The renter will be responsible for replacing and/or repairing, at the renter’s sole cost, any and all damages to the LGBT Center’s property, including the building and all of its contents, from any cause whatsoever by the renter and/or the renter’s guests in or around the premises. You must report damage to LGBT Center staff immediately.

General:
If unexpected special events or services are deemed necessary within the Center by the Center staff, or if details of the event are altered by the renter at any time, the Center has the right to reassign space or to cancel the original reservation. If rules are violated, the Center reserves the right to not accept a future request from an individual or organization for room reservations. Renters must comply with all applicable Center and University policies, procedures, rules, and regulations including, but not limited to, the University policies regarding the Use of Alcohol and Drugs, Non-Discrimination, Classroom Guidelines, Use of Facilities, Open Expression Guidelines, and Code of Student Conduct.

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