

McALISTER CENTER CARD SWIPE ACCESS AGREEMENT

McAlister Center welcomes students of all faiths or no faiths to explore and nurture their spiritual life. The Chaplains want to welcome and encourage student groups to utilize the Center to enhance communication, understanding and acceptance of all. All students with swipe access need to sign the General Meeting Room Rules Agreement.

SAFETY- Everyone's safety is a priority:

- All swipes are captured and recorded.
- Video recording at entry doors is monitored 24/7.
- Call Campus Security if needed 7-2000.
- First Aid Kits are located in the men's and women's restrooms.
- No alcohol can be consumed on the premises during student run events.

CLEANLINESS- Clean up after yourself (and your guests) and adhere to the following:

- Place all food, trash and wrappings in the trashcans located by the water fountain in the Lobby area.
- Do not keep or leave open food in the Lounge, Library, Kitchen or other meeting rooms.
- If you spill something, please clean it up. Rags, carpet spot remover and other cleaning supplies are located under the sink in the kitchen.
- If you move any furniture (chairs, tables, sofas, etc.) please return to its original location.
- Please return remote control, microphones, etc. to their home location.

RESERVATIONS- Rooms are available for recurring meetings and one-time usage.

- Reservation request forms are available at front desk and by email at Chaplains@cuc.claremont.edu
- We will try to accommodate all requests but Chaplain sponsored events are given top priority.
- Requests are not approved until you receive an email confirming your request.
- Please copy your assigned Chaplain and email your request to Chaplains@cuc.claremont.edu.

RESPECT- Common Sense!

- Be respectful to other groups that may be meeting in McAlister at the same time your group is meeting.
- When you invite friends to McAlister, you, as the user, are responsible for their actions.
- If something is broken after-hours, please report it immediately to your assigned Chaplain.