



Room(s) are set up in a specific configuration. If you need to alter the configuration, you will be responsible for restoring the room(s) to the original configuration.

**The User will take full responsibility for:**

1. Any special preparation of facilities;
2. Restoring furniture and equipment as originally arranged (room diagram is posted on the wall);
3. Cleaning up all areas affected and disposing trash in outside dumpsters;
4. Preventing use of intoxicants on the premises;
5. Observing the “NO SMOKING” ban where indicated;
6. Preventing games of chance on the premises;
7. Maintaining law and order;
8. Turning off equipment and lights in rooms, hallways, and restrooms before leaving;
9. Picking up and returning key and curtain remote to OCCE office;
10. Reporting any equipment malfunctions or repairs resulting from use.
11. Serving food and drinks outside of carpeted areas to minimize soiling.