

## **University Scholars Association Policies and Rules for use of The University House**

All groups and individuals using The University House must abide by the following policies and rules:

1. Smoking is permitted outside the house only.
2. Any signage or advertising must be approved by the USA Board and removed after the event.
3. No PLU students are allowed at University House events.
4. Respect our property:
  - DO NOT try to use the beer taps or gain access to the bar cabinets. They are for University Scholars Association use only. They are locked and inoperative...trying to use will only cause breakage.
  - DO NOT use University Scholars Association wine glasses. These are owned by, and reserved for, specific individual members.
  - DO NOT move the pool table. It requires professional placement and balancing.
  - You are welcome to use our refrigerators, but please leave our food and beverages untouched.
5. Leave the premises in good order by thoroughly cleaning-up after your event:
  - Wipe down counters and table tops
  - Dispose of trash and recycles
  - Return all house dishes and utensils to the kitchen
  - Return all furniture to original positions
6. Separate glass from cans and plastic, and place all recycling in the outdoor recycle bins on the west side of the house.
  - Cans and plastics go in the large grey recycling container
  - Glass goes in the smaller grey trays
7. Please empty your garbage! Place full trash bags in the outside trash bin on the west side of the house. Be sure the lid is closed tightly on the trash bin.
8. DO NOT leave any food or beverages out.
9. Turn out the lights when leaving.
10. Close and lock all doors and windows.
11. Call Campus Safety (x7441) when you leave.

Reservations for The University House can be made by calling the PLU Conferences and Events Office at 253-535-7450. All reservations must be made by a member of the University Scholars Association who will also be attending the scheduled function. No events scheduled after 4:00 pm on Fridays. A signed contract acknowledging the policies and rules is required for all non-PLU related groups and functions.