



LOMA LINDA UNIVERSITY

Drayson Center

Loma Linda University Drayson Center Facility Rules and Regulations

Facility Reservation Policies (4/19/19)

- ✓ Drayson Center reserves the right to refuse or cancel any event at any time for any reason.
- ✓ All events are scheduled through the Events Department. Those organizing and/or attending unauthorized events, classes, meetings, or other gatherings will be asked to leave. LLUH Security may be informed at the discretion of Drayson Center staff.
- ✓ All groups are required to complete a “Facility Reservation Form” well in advance of their event. Upon receiving a signed contract and following approval by Drayson Center administration, the requesting group is provided with a list of associated rental and service fees. Requesting groups are responsible for all costs related to their event.
- ✓ Items may not be stored in the Drayson Center facility without prior approval by the Events Manager and/or Drayson Center administration.
- ✓ Proper handling and use of audiovisual equipment is expected. Those unsure about operating any equipment should contact a supervisor or the Facilities Manager.
- ✓ All facility users should immediately report damage to the facility or equipment (ex. food or drink spills, or broken equipment) to a supervisor or the Facilities Manager. Facility users are financially responsible for cleaning, repair, or replacement.