

**College of Pharmacy**

**Space Use Agreement Form for Pharmacy Collaboration Commons (PCC), College of Pharmacy**

Please complete the following information and email it to [pharmacy-deansoffice@purdue.edu](mailto:pharmacy-deansoffice@purdue.edu) so we can determine whether your event can be approved. If we do not hear back from you within 24 hours with the following information completed, we will have to deny your request.

By completing and emailing this agreement back as an attachment from my @purdue.edu email address, I acknowledge that I have read all of the PCC's Space Use Guidelines for events (at the bottom of this document) and agree to follow those guidelines to the best of my/our ability. All personnel associated with this event will be informed of the guidelines and will be asked/expected to honor them. The event organizers agree to be responsible for people or activities associated with this event, with respect to the use of PCC facilities.

If you cancel this event, please notify [pharmacy-deansoffice@purdue.edu](mailto:pharmacy-deansoffice@purdue.edu) since some of the spaces automatically unlock during the duration of the time of your reservation, if you do not contact us regarding the cancellation we still need to hold you responsible for the rooms and equipment.

**Please click on the shaded fields and type or select information as it applies to your event.**

Date of Event: \_\_\_\_\_ # Attending: \_\_\_\_\_

Start Time: \_\_\_\_\_ Reservation End Time: \_\_\_\_\_

Name of the event: \_\_\_\_\_

Contact: \_\_\_\_\_

Department/Group Hosting event: \_\_\_\_\_

PCC space requested: 277 Atrium \_\_\_\_\_ 277F \_\_\_\_\_ 277G \_\_\_\_\_ 277F&G \_\_\_\_\_

**COMMONS SET UP** *(Set up standard setup located on last page of this form.)*

**Check any options below that apply to your event:**

\_\_\_\_\_ We will not be changing the setup of the Commons

\_\_\_\_\_ We will be rearranging furniture within the Commons

*(You may rearrange the furniture within the Commons area as needed, but the area must be reset to its default configuration immediately after your event. See last page of this agreement form for default configuration.)*

**If there will be catering and alcohol:**

You are responsible for any damage to the PCC area. Spills on the carpet must be cleaned. If the spill requires the carpet cleaning crew, this must be reported to Delayne Graham in RHPH 104B or call

Building Services at 494-7116 immediately and taken care of at your group's expense. The 277 Atrium holds approximately 75; 277 F and G each hold 12 people and can be combined to hold up to 24.

*(Please note if you reserve 277 F and G combined you are responsible for opening the divider wall. The divider wall must be closed again immediately following your event. Detailed instructions on how to open/close the divider wall are attached. You can also schedule a demonstration with Delayne Graham or Erin Hartman.)*

### **Alcohol**

Alcohol is allowed at events held in the PCC. Events must comply with all University regulations and the required forms through Catering & Events must be completed. The alcohol request form is available through the Dean's Office. Please notify us and we will provide the form. See the links below:

Catering & Events (forms and policy): **Please note forms must be completed at least 30 days prior to the event.** [https://www.dining.purdue.edu/cateringandevents/documents/2017\\_01\\_Alcohol-Pricing-Policies-Fees.pdf](https://www.dining.purdue.edu/cateringandevents/documents/2017_01_Alcohol-Pricing-Policies-Fees.pdf).

Purdue Policy: <https://www.purdue.edu/aod/regulations/index.shtml>

### **Use guidelines to consider before signing this form:**

- Make sure you've allowed enough time for setup and cleanup when requesting space. Access is only provided during times you have specifically requested. This should include any deliveries that might be necessary for your event as we do not have storage space available.
- We do not provide any services in these conference spaces. You will need to provide all supplies needed for your event.
- All spaces must be returned to their original configuration immediately following the event. That includes making sure that all surfaces are free of food, drink, stains, trash, etc. and that any items that were brought in are removed including catering coolers, trays, carts, poster boards, etc. All event items including catering are to be taken out of the building immediately following your event unless prior arrangement are made with Delayne Graham for a later removal time.
- All trash will need to be removed from the room and disposed of in the dumpster in the back of RHPH. No food or drink boxes are allowed to be left in the room.
- Note that the College of Pharmacy Administration takes precedence over all requests. Your event may be cancelled if the space is needed by the College of Pharmacy. We will attempt to give you as much notice as possible if this should happen.

This signed approval is for use of the space as detailed, including event room numbers, dates, and times.

**Please type or sign your first and last name noting your approval of this agreement:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form to [pharmacy-deansoffice@purdue.edu](mailto:pharmacy-deansoffice@purdue.edu) or drop off in RHPH 104.**

## Instructions for opening/closing the divider wall in RHPH 277 F & G

*The wrench required to open/close the wall should be picked up from the Dean's Office (Room 104) when you pick up the key for the space.*

To open the wall:

- Insert the wrench into the slot (located at the far end of the wall in the rear of the room near the closets).
- Turn the wrench counterclockwise to unlock. The wall will begin to separate. Remove the wrench once the wall is loose.
- Once the wall is loosened, there will be 3 sections of 2 panels.
- Fold each section together and push toward the rear of the room (near the closets).

To close the wall:

- Pull each 2-panel section out and toward the front of the room.
- Make sure each section's seal is lined up with the next section as you push them together.
- Once all sections are pushed together, insert the wrench in the slot.
- Turn wrench clockwise until the wall is locked in place. ***Make sure all sections are closed together and adjust accordingly.***
- The wall is locked in place once the seal is against the rear wall. You should not be able to move any individual section at this point.

*The wrench and key should be returned to the Dean's Office (Room 104) as soon as possible following your event.*