



## **DORNSIFE CENTER RULES FOR USE**

1. The term "User" includes User and any of its affiliated entities, directors, officers, employees, agents, contractors, licensees, sublicensees, invitees, and guests. The term "University" shall refer to Drexel University and its affiliates. The term "Premises" shall mean the space in the Building to be used by User as approved by the University. The term "Building" shall refer to the Dornsife Center, including the Premises and the surrounding, adjacent property (including the parking lot).
2. User is responsible for all belongings, equipment, décor, furniture, props and any other items brought by User for the permitted use ("personal property") and is responsible for the removal of these item(s) at the conclusion of the use. User shall advise University in advance of what personal property User is bringing to the Premises, and University shall have the right to prohibit any items that University deems unreasonable for the permitted use. University shall not be responsible for any loss or destruction of User's personal property and any personal property left by the User after vacating the Premises may be discarded by University.
3. User shall not obstruct the streets, sidewalks, Building entrances or exits, halls, doors, elevators, passages, stairways, and other common areas of the Building or use same for any other purpose other than ingress and egress.
4. User shall not use the name of the Building in any way in connection with its business except as the address thereof in connection with the permitted use. University shall also have the right to prohibit any advertising by User which, in its opinion, tends to impair the reputation of the Building or its desirability as a building for other permitted uses. Upon written notice from University, User shall refrain from or discontinue such advertising.
5. User shall vacate the Premises promptly at the end of the permitted use and shall be responsible for removing all personal property and cleaning/removing all trash and debris from the Premises and/or Building. User may not store any personal property in the Premises or the Building.
6. User shall be responsible for any damage to the Building or damage to or loss of other University property, including equipment, furniture, and fixtures, in or around the Building caused by the negligent acts or omissions or intentional misconduct of User, its affiliates, directors, officers, employees agents, contractors, licensees, sublicensees, invitees or guests, or by moving or removing User's personal property to and from the Premises. User will be expected to

reimburse University for the cost of repairing or replacing any such damage or loss to the Building or other University property.

7. If any User is permitted to use University computers, or if User uses the Internet access that may be available in the Building, User shall comply with the University's rules and policies regarding acceptable use and email, which include the following:
  - a) User may not attempt to disguise their identity, the identity of their account or the machine that they are using. Users may not attempt to impersonate another person or organization.
  - b) User may not appropriate Drexel University's name, network names, network number spaces, or Drexel University logos, trademarks or servicemarks.
  - c) User may not attempt to intercept, monitor, forge, alter or destroy other Users' communications. Users may not infringe upon the privacy of others' computer or data.
  - d) User may not read, copy, change, or delete another User's data or communications without the prior express permission of the owner.
  - e) User may not possess, distribute or send unlawful communications of any kind, including but not limited to threats of violence, obscenity, child pornography and/or harassing communications (as defined by law), or participate or facilitate communications in furtherance of other illegal activities.
  - f) User may not engage in the unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permissions of the copyright holder. Information on the Digital Millennium Copyright Act can be found at: <http://www.copyright.gov/legislation/dmca.pdf> (PDF file) and the Copyright Act at: <http://www.copyright.gov/title17/>
  - g) User may not violate any laws or ordinances, including, but not limited to, copyright, discrimination, harassment, and/or export controls. Drexel University may contact local or federal law enforcement authorities to investigate any matter at its sole discretion.
  - h) User understands that the use of University electronic equipment, network resources (including wireless Internet service) is a revocable privilege.
  
8. In order to ensure proper use and care of the Building, as well as the safety of all occupants, User shall not:
  - a) Allow any sign, advertisement or notice to be fixed to the Building, inside or outside, without University's written consent; provided, in no event shall any such sign, advertisement or notice be greater than 18" high, 24" long or exceed 3 square feet in size.
  - b) Make improper noises or disturbances of any kind or obstruct or interfere with the rights of any other User of the Building.
  - c) Mark or defile elevators, water-closets, toilet rooms, walls, windows, doors or any other part of the Building.

- d) Place anything on the outside of the Building, including roof setbacks, window ledges and other projections.
- e) Cover or obstruct any window.
- f) Fasten any article, drill holes, drive nails or screws into the walls, floors, woodwork, window mullions, or partitions; nor shall the same be painted, papered or otherwise covered or in any way marked or broken without University's written consent.
- g) Interfere with and/or modify the heating or cooling apparatus.
- h) Allow anyone but University's employees or agents to clean the Premises.
- i) Leave the Premises without locking doors, turning off all office machines, if applicable, and extinguishing all lights.
- j) Install any shades, blinds, or awnings without University's consent.
- k) Use any candles or other flammable substances or any electric heating device without University's written consent.
- l) Install call boxes or any kind of wire in or on the Building without University's consent and direction.
- m) Posses, sell or consume alcoholic beverages, tobacco, drugs, or other illegal substances. University reserves the right to exclude or expel from the Building any person who, in the judgment of University, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the rules and regulations of the Building.
- n) Manufacture any commodity, or prepare or dispense any foods or beverages, whether by vending or dispensing machines or otherwise, flowers, or other commodities or articles without University's written consent.
- o) Unless specifically authorized in writing by the University as a Permitted Use, engage in any form of retail sales of goods or merchandise, or operate a loan, check cashing, precious metals, jewelry or similar business.
- p) Secure duplicate keys for rooms, except from University, or change the locks of any doors to or in the Premises.
- q) Give its employees or other persons permission to go upon the roof of the Building without University's written consent.
- r) Place door mats, rugs or carpets in public corridors without University's written consent.
- s) Permit any person to Smoke (for purposes of these Rules and Regulations the term "Smoke" shall mean inhaling, exhaling, burning, or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke producing products) in any portion of the Premises or the Building including, without limitation, elevators, restrooms, lobbies, reception areas, conference rooms, hallways, or other common areas; User shall not permit any person to Smoke outdoors within twenty (20) feet of any entrance to the Building.
- t) Possess or use any weapons, whether or not User has a valid permit.
- u) Engage in any fundraising activity without the University's written consent.
- v) Bring any bicycle, vehicle or animal (except service animals) into the Building.

- w) Cook, or permit cooking, in the Building unless approved in writing in advance by the University.
  - x) Use, bring or keep at the Premises any flammable, combustible, explosive, foul or noxious fluid, chemical or substance.
9. University reserves the right to exclude the general public from the Building and the Premises upon such days and at such hours as in University's judgment will be for the best interest of the Building, Premises and its occupants.

**University reserves the right to change these Rules for Use at any time.**

### **PROCEDURES FOR VIOLATING CODE OF CONDUCT**

Failure to adhere to these Rules for Use may result in the following disciplinary actions determined by the circumstances, and not necessarily in the order presented below:

1. First violation will be met with a verbal warning.
2. Second violation will be met with a written warning.
3. Third violation will result in removal from the event/program and/or the Dornsife Center.

The University reserves the right to accelerate the steps above and take more aggressive action (including banning the person who commits the actions and/or violates the Rules from the premises) where, in its sole discretion, the University believes that the conduct is serious and/or the conduct warrants more serious action (such as, where the conduct threatens the health, safety and welfare of the person or others, or the conduct involves potential criminal activity, and other serious situations).