HOW TO BOOK PACES:

Step 1. Email mkuchen1@swarthmore.edu to inquire on space availability, propose tentative dates for the event, and obtain a copy of the Paces Space Reservation Contract.

Step 2. In order to confirm your booking, carefully read and sign the contract; keep one copy on hand during the party for reference.

Step 3. Return the signed contract to the Office of Student Engagement (Parrish LL76) by 4:00 p.m. the Tuesday before the event. You can slip the contract under the door. Your event will only be confirmed upon receipt of the contract - prior to this happening, other interested parties may book the space. In order to ensure your space is confirmed, it is best to hand in the contract as soon as possible. You will receive a confirmation upon approval of your reservation.

Step 4. Once the Office of Student Engagement has received your contract, the Student Engagement Representative will sign the bottom and contact you. Upon verification of receipt, begin the process of obtaining funding from SAC and a party permit from Michael Elias (if applicable). If you have not received verification of receipt after one full business day, please contact activities@swarthmore.edu.

Step 5. On the day of the party, pick up the Paces key from Ben West.

Step 6. After the party, you must have the space cleaned and the key returned to Ben West by 10 a.m. the day following your event.
Paces Space Contract 2014-2015

All users of Paces for parties or other purposes must read and sign this contract and return it by 4 p.m. the Tuesday before the event. Assuming the space is fully cleaned, no damages are incurred, and the keys are returned by the given hour (see below), no fines will be incurred. This form must be submitted in its entirety to the Office of Student Engagement in Parrish LL76. Be sure to hand this form directly to someone in the office or slip firmly underneath the door. Do not send through campus mail or leave in the container on the door. A scanned copy may be sent through email, but you must be able to produce the paper copy upon request.

PLEASE ENSURE THAT YOU RETAIN ONE COPY OF THIS CONTRACT AND TAKE NOTE OF THE RESPONSIBILITIES INCLUDED. Please see attached instructions on how to properly clean Paces following any event in the space. Failure to clean Paces as directed will result in a fine - detailed further on the following page.

Please place an X in each of the following boxes to confirm that you’ve read each requirement:

_____ I understand that failure to follow the policies outlined in this contract may result in an appropriate fine, as detailed on the final page of this form.

_____ Any damages, loss of property, etc. caused in Paces during the time for which I am responsible for the space will result in a corresponding fine, billed to by bursar’s account as compensation. In this event, it is my responsibility to seek reimbursement from the appropriate groups, persons, etc.

_____ During my reserved time period, I am responsible for upholding and abiding by all College policies pertaining to the space.

_____ I understand that it is my responsibility to ensure that all party guests remain in designated party spaces through the duration of the event and following its closure. Any damage done to Essie Mae’s or surrounding College property will result in appropriate penalties and/or damage compensation.

_____ Upon receipt of a Paces key, I am responsible for Paces being locked following the reserved event. The key must be returned to Public Safety by 10 a.m. the day after the party or an automatic $50 fine will be incurred.

_____ Failure to clean Paces according to the requirements listed on the following page will result in a $50 fine. Any further questions or concerns regarding this requirement must be addressed to Michele Martinez Gugerli (mmartin2) or Michael Elias (melias1) within a week in advance of the event.

_____ I understand that any unauthorized use of the kitchen during my reserved time will result in a $100 fine.

_____ It is my responsibility to report any noticeable damage or missing items (tables, chairs, trash cans, and other supplies) to the Paces Coordinator BEFORE and AFTER the event. Failure to report damage prior to a party may result in a fine
incurred to me or my affiliated group due to the condition of the space following the event. All potentially dangerous damages (ex. broken lights or broken benches) must be reported to workbox@swarthmore.edu and mmartin2@swarthmore.edu immediately.

_____ I agree to comply with all Party Regulation procedures as outlined in the party permit.

CLEANING RESPONSIBILITIES

**Tasks are listed in order with which they should be completed**

Important Reminders:
- All cleaning materials (buckets, cleaning solutions, rags/paper towels, and trash bags) are to be found in the cleaning closet; located directly on your left upon entering the front door of Paces.
- Decorations may not be taped to the walls of Paces, as this is likely to chip the paint.
- During winter months, all water must be dumped to the left side of the dumpster outside Essie Mae’s: do NOT dump water directly off of the loading dock. A hose for rinsing buckets can be found on the loading dock of Essie Mae’s - but please use sparingly.

**CLEANING MUST BE COMPLETED BY 10 am ON THE DAY FOLLOWING THE EVENT**

1. Remove all decorations, discard of them appropriately in trash bins and/or recycling. Return all tables and chairs utilized for the event to their appropriate locations.
2. Surfaces:
   - sweep all floors (stage, tile, entry)
   - mop all floors with hot water & diluted floor cleaner (see bottle for dilution instructions)
   - remove mop heads from handles and THOROUGHLY rinse out and hang up mop heads outside
3. Trash:
   - clean all trash and lost items from floor, window sills, bar, etc.
   - empty all trash cans entirely and dispose of in dumpster by Essie Mae’s loading dock
   - rinse out trash cans to clear any and all trash and debris
   - replace bags in each trash can/recycling bin
4. Cleaning Closet
   - All supplies must be returned to their proper location in the cleaning closet.
   - all implements with handles (mops, brooms, etc.) should be hung up on the gray rack in the corner by the side door; wet mop heads may be hung outside on the loading dock
Name of organization/individual:

Date:

Party host* (name, dorm, cell phone, email, signature):

*This person shall be contacted should any of the above conditions not be met.

Additional contacts for the event (required: name, dorm, cell phone, email, signature):

Office of Student Engagement Signature of Receipt:

FINES

$50 - Key returned after 10 a.m. the day following the event.
$100 - unauthorized use of the kitchen (may be increased to compensate for any damages incurred).
$100 - Failure to clean Paces following the guidelines given on the previous page.
(variable - discretionary) - Any filthiness that prevents the cleaning crew from finishing their general cleaning within 1 hour will incur a fine to cover staff compensation for any time spent cleaning after the one hour period [each 15 mins beyond 1 hour = $20.00]. Any hazardous waste (including blood, vomit, bodily fluids, etc.) will automatically incur a $200 fine as an outside company must be called in to address any and all biohazardous or hazardous waste cleanup.