

HONORS FORSYTH HOUSE

I have reserved the following:

- Steen Suite main floor, formal living room, dining room and full kitchen with restroom located at the top of the stairs in main floor.
 _____ \$30 half day (4 or less hours) or _____ \$55 full day (5 or more hours)
- Ogden Fellowship Room, upstairs large room with kitchenette and restroom.
 _____ \$45 half day (4 or less hours) or _____ \$60 full day (5 or more hours)
- Both spaces at the same time
 _____ \$75 half day (4 or less hours) or _____ \$100 full day (5 or more hours)

Description of Event: _____

Reservation date: _____

Method of payment:

Reservation time: _____

Cash _____

(to include refundable \$5 key and \$20 cleaning fee)

Total Paid (amount) _____

Interdepartmental charge # _____

Rules

1. DO NOT USE nails and thumb tacks when decorating. If tape is used it must be removed carefully from all surfaces.
2. Absolutely NO SMOKING or ALCOHOLIC BEVERAGES allowed.
3. **Leave the space as clean as you found it. Remove all decorations, vacuum, wash dishes and utensils and put all chairs and tables back as you found them (all tables and chairs do not fit into closets upstairs-about ¼ stay out permanently). Take your trash to the dumpster in the parking lot across the street behind Harrigan Hall. Extra trash bags are available in both spaces in the kitchen areas.**
4. Do not leave food in refrigerator or in the building after your event. Leave blinds closed and doors to Ogden and/or Steen Suite locked. Turn lights off.
5. Only votive candles in protective glass containers are allowed.
6. Basement is off limits. Halls and stairs are not for children's play. Keep children with you or supervise them in the park area on Beaver Point.
7. There is no TV or other electronic equipment available in the building. You may bring your own equipment if needed.
8. Andrews University Honors Program is not liable for any personal injury or property damage/loss to those using these facilities. Users are required to carry their own insurance.
9. No refund will be given without 24 hours advance notice of cancellation.
10. Reservations must be made no less than 24-hours in advance. Reservations that are less than 24-hours in advance cannot be processed. In addition, reservations can't be processed Fridays.
11. A \$5 refundable key deposit must be made when picking up the key at the Honors Office, Nethery 108 the day before requested reservation.
12. If the room is left dirty and untidy, a cleaning fee of \$20.00 will be charged.

Forsyth House Cancellation and Reimbursement Policy

Cancellation made two weeks prior to the reserved date (100% reimbursement)

Cancellation made one week prior to the reserved date (50% reimbursement)

Cancellation made less than 48 hours prior to the reserved date (No reimbursement)

For high-demand occasions (such as graduation weekends or holidays), no refunds will be given for cancelled bookings

Renter's printed name

Renter's signature

Renter's Contact (Phone)

Date

Renter's Contact (Email)