
PROPERTY DAMAGE

The group, organization or individual reserving space in the Exhibition Hall and West Village Dining Commons facilities agree to abide by, and make other members participating in the event aware of, all laws, rules, regulations, policies, ordinances, etc. pertaining to the use of Institute property, furnishings and equipment as notated below:

- **Damage:** The group, organization or individual reserving the space is responsible for any damage to the area reserved, including property, furnishings and/ or equipment. If damage should occur, the group, organization or individual reserving the space or facilities shall be held responsible for costs incurred and repair or replacement of said damaged property, furnishings or equipment.
- **Removal:** Removal of property, furnishings or equipment assigned to Institute facilities is strictly prohibited except in instances where proper removal procedures are followed.
- **Liability:** The Institute disclaims responsibility for any injuries occurring in the use of preparation of reserved space for special events that require the alteration of rooms, setup or decoration. Injuries or the theft of personal effects occurring in connection with the event shall in no way be the responsibility of the Institute or its officials.

Failure to comply with policies and procedures governing use will result in the denial of future reservation requests and damage charges.

Excessive Cleaning Fees

The Guest Services Team are responsible for refreshing rooms in between reservations, which include pulling trash, vacuuming floors, and wiping down tables and chairs. Groups, organizations, or individuals reserving space will be subject to incur hourly custodial fees for excessive cleaning.