

AB PENTHOUSE TERMS AND CONDITIONS OF USE

1. Conference rooms are available only during normal business hours (7:30 a.m. - 5:30 p.m.) Monday through Friday. Please allow time before and after for set-up and clean up. Rooms must be vacated promptly at the ending time scheduled.
2. Any damage or loss to the room or its equipment is the responsibility of the sponsoring department. The sponsoring department is responsible for any necessary set-up and clean up. **Space must be left in the same manner and configuration as found (this includes replacing any and all furniture, equipment or décor that has been moved). Please remember to log off computer and lock doors to the conference room and kitchen. All trash must be picked up, securely bagged, and placed in the kitchen.** If applicable, any catering equipment must be removed. All furniture must be returned to its original placement.
3. The sponsoring department is responsible for providing their own parking, catering, and audio/video/computer technical support. **Additional technical support can be arranged by calling 996-1111.** Please give two days advance notice if at all possible. The sponsoring department is responsible for any charges incurred.
4. No coffee preparation equipment is provided. The scheduling department must use a catering service or bring pre-made coffee in urns.
5. Only UAB Departments will be allowed to reserve the Penthouse Conference Rooms. Should a high priority meeting be scheduled, and it is deemed necessary to utilize one or both of the Conference Rooms (which have been previously scheduled by another department), that meeting will be given top priority. The department that previously scheduled the Penthouse Conference Room(s) will be notified as soon as possible and will need to find alternative arrangements.
6. Any cleaning or other expenses incurred by the UAB Office of the Vice President for Financial Affairs and Administration (“OVPFAA”) as a result of this booking will be the responsibility of the sponsoring party.
7. The sponsoring department may check out the key in AB1030 between 7:30 a.m. and 5:00 p.m., and after the event, promptly return the key to the same location. For questions, contact the OVPFA&A at 4-5493.

Note: A reservation request does not guarantee that the space is confirmed. You will be notified of status by the OVPFA&A.