

## FLAT AUDITORIUM USE POLICY

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*Responsible administrator: Associate Dean for Academic Programs*

*Last updated/reviewed: 7/5/2019*

The Flat Auditorium will be permanently configured in classroom style.

Other configurations will be allowed for special events that are approved by the Office of Academic Programs (OAP). Requests for special events should be directed to the Auburn Campus' Coordinator of Student Affairs or, in this person's absence, the Director of Student Affairs.

In cases where a reconfiguration of the Flat Auditorium is required for an approved event, the group hosting the event is responsible for any moving of tables and, after the completion of the event, returning the tables to the original configuration.

**When tables are moved, they must be lifted completely off the floor. The tables are heavy and dragging them across the carpet will damage the carpet.**

The Food and Beverage Policy must be adhered to for all special events.