



## **Miller Family Health Education Center (MFHEC)** **Multicultural Pavilion Rules**

1. Please do not tape or tack anything to the fabric at the top of the walls or on the center dividing wall.
2. The center dividing wall is very delicate, so please be careful not to rest against it, or put your feet up against the wall.
3. When the center divider wall is in place, please do not use the small door at the end of the wall to enter the other side of the room unless it is propped open. Do not try to force the small door open. Go around through the outside hallway.
4. If you are taping posters or other materials on the painted walls, please be sure to use blue painter's tape or removable poster tape, so as not to damage the walls.
5. If you use tape to affix a poster or decorations to the tables, chairs, or wall, kindly remove the tape when you are done with your event.
6. Do not write on poster paper when it is taped to the walls. The pen or marker ink can bleed through and stain the wall. Please write on notepads or on an easel, and then adhere the sheets to the walls.
7. Please pick up tables and chairs when moving them; do not drag them on the carpet. Dragging can snag the carpet, and also changes the height of the tables making the tables uneven and unstable.
8. Do not attempt to fix the laptops or audio/visual equipment if they malfunction. Please have the Reception desk contact one of the Center staff members to repair it.
9. Please do not serve red punch in the conference room. Punch stains are unable to be removed.

**Thank you for your cooperation!**

***We take pride in our Center and would like to keep it looking great  
for our programs and community to enjoy ☺***