

HUCK-AD-A002: Memorandum of Understanding for the Huck Life Sciences Willaman Gateway Bridge and Public Spaces



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UPDATE:

This MOU is automatically generated through [CollegeNET 25Live](#) when reservation requests are received for this space.

1.0 Overview

This Memorandum of Understanding (MOU) serves as an agreement between the Huck Institutes of the Life Sciences and the following Penn State Department _____(hereafter referred to as "Department"). This MOU establishes the terms and requirements that must be met by the Department who request and have been approved to use the Huck Institutes of the Life Sciences space outlined in section 2.0 below.

Use of the Huck Life Sciences Bridge is restricted to activities that enable and promote excellence in research and student training in the life sciences. These activities are typically poster sessions, symposia, recruiting activities, development events and the like. Other activities such as performances, student fund-raising activities, and social events are prohibited and better suited for event spaces at the HUB. Use of the Bridge requires submission of a University Budget and fund to cover associated cleanup and custodial costs. Completion of this MOU, Huck-AD-A002, is required to reserve the space.

Per Penn State Policy, this space may not be used by external 3rd party companies or vendors that do not have associations with Penn State. These types of events are permitted at the HUB.

2.0 Approved Space

2.1 This MOU is for the following space to be used during the requested dates and times.

2.2 Space cancellations must be made within 30 days prior to event or the requesting department may incur any charges related to this reservation regardless of use.

3.0 Terms

3.1 The requesting/host department will execute their event with the understanding that they must meet the requirements of applicable Penn State and [Huck Institutes policies and procedures](#). In the absence of specific Huck Institutes policies, Penn State policies apply.

3.2 The requesting/host department must bring their own equipment to support their events. No equipment outside of that already in the space will be provided by Huck Institutes of the Life Sciences.

3.3 The requesting/host department is fully responsible for the expenses related to any damages or clean-up expense for their use of the space.

3.4 It is understood that Huck Institutes of the Life Sciences staff may need to enter the facility spaces while they are reserved by the host department.

4.0 Requirements for Use of Space

4.1 All requests for use of the **Willaman Gateway Bridge** and other common spaces within the Huck Institutes of the Life Sciences shall be initiated by the host department through **CollegeNET 25Live** (<https://25live.collegenet.com/psu/>).

4.2 Student groups using the bridge or public spaces must be sponsored by a University Department or College. ASA numbers will not be accepted for associated charges. A University Budget and Fund number of the sponsoring Department or College is required.

4.3 Advanced reservation requests for use of this space that are submitted more than 180 days prior to the event will not be approved.

4.4 Bridge space should always be left in a clean state for your use, but initial setup and extra cleaning will be the responsibility of the requesting/host department using the space.

4.5 Any relocation of furniture must first be approved the Director of Facilities for the Huck Institutes. If approved, furniture can be rearranged or relocated, but any expenses related to the moving of furniture will be billed to the requesting/host department that is using the space. Bridge furniture can only be relocated by either OPP or the Chemistry Shop, with costs charged to the department using the space. Furniture relocation must be coordinated through Huck Facilities. Any damage to furniture will be billed to the Department. Furniture must be returned to established layout, seen here: **HUCK-FA-G001: HLSB Bridge Furniture Layout**.

4.6 Food can only be served in accordance with University Policy **AD26 SALE OF FOOD AND BEVERAGES AT UNIVERSITY LOCATIONS** (<https://policy.psu.edu/policies/ad26>). Food and drinks are permitted on the bridge and other public spaces, but the Department must thoroughly clean up any spills or and food/drink left out in the open. All waste must be bagged and in containers.

4.7 If serving alcohol at the event, the University required "**Permission to Use Alcoholic Beverages Form**" must be reviewed and approved by the Director of Facilities for the Huck Institutes at least two weeks prior to the event. (*Also see 5.2 below*)

4.8 The Department must reimburse Huck Institutes for any costs it incurs associated with the Department's use of space, including cleanup of spills or carpet replacement for this Department event.

4.9 The use of a live band, D.J., or other form of music is prohibited.

4.10 Dancing, Gymnastics, running, or other similar behavior is prohibited.

4.11 Person responsible for the event is required to review and ensure Environmental Health & Safety (EHS) Event Fire Safety Requirements are met. http://ehs.psu.edu/sites/ehs/files/event_fire_safety.docx.

5.0 Cleanup

5.1 All spaces must be returned to their original state immediately following the end of the event, but no later than 2 hours following the end of the event. This includes the following:

- Trash/waste/recycling must be removed from the facility.
- All furniture and other original equipment must be returned to its original position.

5.2 Any large event over 80 people, held on the weekend or a University Holiday, or serving alcohol will require the use of OPP Custodial Services. The Huck facilities office will arrange with OPP for the cleaning of this space. Person responsible for the event must submit a request for cleaning, through the Huck Service Desk system: <https://home.huck.psu.edu/support>. Full details on the event, including budget and fund number must be provided in the ticket.

5.3 Any exception to the use of Custodial Services and OPP must be discussed with Huck Facilities and approved no less than 14 days prior to the event.

5.4 Any rental equipment (tables, chairs, etc.) must be removed from the facility by 9:00 a.m. on the next business day. The requesting/host department is responsible for equipment/property remaining on the premises after the event, including any potential damages or theft of the equipment/property, until it is removed.

5.5 Huck may at any time require the use of Custodial Services for any event.

6.0 Related Expenses

6.1 The requesting/host department must provide a University Budget and Fund number upon completion of this MOU. Any fees for Custodial Services, damages or any costs necessary to restore the original state of the space will be charged to the Budget and Fund number identified below. By signing this MOU Department agrees to pay such charges.

7.0 Additional Requests

7.1 Attach additional pages, as necessary, detailing additional requests may be added to this MOU.

8.0 Enforcement

8.1 Any employee, student or visitor found to have violated any Penn State policy may be subject to disciplinary action by their Administrative unit, the College, or the University.

8.2 Failure to comply with this Policy may result in inability to reserve and use this space in the future.

9.0 Signatures and Department Contact and Budget Information

Department Signatures

Date	Name	Signature	Department Title

Department Contact Person and Information:

Name of Individual: _____ Event Name:

University Department: _____

Email: _____ Phone: _____ Meeting Space: _____

Number of attendees: _____ Date and time of Event: _____

University Budget # _____ Fund # _____ Cost Center/Project _____

NOTE: All costs associated with OPP Custodial Services and/or damages will be billed to this number. Department agrees that this budget and fund number will pay these costs.

Comments:

Visit the Huck Institutes of the Life Sciences on the web at <http://www.huck.psu.edu>.

This publication is available in alternative media on request.

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