Annex Use by Sun City Organizations

- To request use of the Annex, send an email to the Computer Club (CC) President or Vice President (clubofficial@sctxcompclub.com) with your organization's name, date, time, equipment needed, responsible member, etc. Room capacity is 49.

- Use of the Annex is only for meetings and educational purposes. The Annex cannot be used for parties, and **no alcoholic** beverages are allowed in the room.

- The CC has precedence over the use of the Annex.

- The room usage must be approved by the CC President or Vice President and scheduled on the meeting calendar. A 1-hour gap between meetings will be necessary.

- Prior to the scheduled meeting, the responsible person above should meet with a CC member to go over the requirements for room usage.

- The responsible person will be given the code to the lockbox (with the key to the Annex door) attached to the Lab door. The key must be put back immediately after the door is unlocked.

- The Annex PC, Mac, and projectors can be used for the meeting after receiving instructions on their use.

- All chairs, tables, and equipment must be put back to the way they were found. All lights turned off. Any trash must be removed from the Annex.

- The Annex door must be locked and checked at the end of the meeting.

- The CC can reject any room requests by a Club or organization which has previously failed to abide by the rules.

X _____   X _____
Computer Club Representative   Organization representative