FLAT AUDITORIUM USE POLICY
Revised November 1, 2015

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 and Student Affairs (OASA). Requests for special events should be directed to the Auburn Campus’ Coordinator of Student Affairs or, in this person’s absence, the Associate Dean for Academic and 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.