

## Tenant Policy

For users who have access to storage space in Washington Hall, please observe the following:

- Spaces are allocated by the Student Activities Office.
- Building modifications such as painting, carpet, attachments to the walls/doors, etc. are strictly prohibited.
- Storage items must be contained within your designated area.
- Storage of flammables is strictly prohibited. Flammable items found will be disposed of appropriately.
- Building Services will empty trash only in recognized containers.
  - Oversize items must be disposed of directly in the dumpster located to the east of Washington Hall, by Cavanaugh Hall.
- No food or drink items may be stored. Food or drink items found will be discarded.
- No refrigerators or other appliances are allowed.
- All paint must be non flammable and properly stored in sealed containers.
- Any sharp objects, such as knives, razor blades, etc. must be stored in labeled containers, separate from other items.
- Please report any building or maintenance problems immediately to the Washington Hall staff so they may be addressed.
- Washington Hall has been placed on the National Register of Historic Places. All users are expected to treat the building with the appropriate respect due a building of historical importance and cultural significance to the University.

### **Please note:**

- Access is available M-F 9am-11pm and weekends as 2pm-11pm.
- Washington Hall is closed on Home Football Saturdays.
- Access during University breaks and holidays is limited.
- All storage spaces are subject to regular inspections.

### **Contact Information**

**Kathleen Van Vleet**- Facility Manager

101 Washington Hall

574-631-8684

kvanvleet@nd.edu

**Paige Dooley**- Washington Hall Production Manager

125 Washington Hall

574-631-5819

pdooley2@nd.edu@nd.edu