

International House House Rules

We are pleased you have chosen to use the International House for your event. Please be aware of and follow the following rules:

- 1) Maximum Capacity: 40.
- 2) Available Space: First floor only. The 2nd floor is used for office space; the 3rd floor and basement are not available.
- 3) Heating/Cooling: You may adjust the thermostat during your event, but please return it to its original setting before your departure.
- 4) Furniture: The house has various tables, chairs and desks. You may re-arrange these furniture items to suit your event, but should return them to their original positions at the end of your event. Please do not use or move the copier or fax machine.
- 5) Kitchen: You should plan to carry in and out everything you need. There are no cooking facilities or dishes on site. There is a microwave if you'd like to warm something up. Please make sure to take all uneaten food with you.
- 6) Alcohol: If your event includes alcohol you must comply with Oberlin College policies regarding alcohol and Ohio state law.
- 7) Smoking: Smoking is not permitted in any college owned building. Smoking is ONLY allowed at least 30 feet away from all entrances and exits of all college owned facilities.
- 8) After your Event: Please leave the house as you found it. Put trash waste baskets and do a walk through to make sure everything is picked up.
- 9) Damage to House: If the house is damaged during an event fines and penalties will be assessed in accordance with Oberlin College policies.

EMERGENCY NUMBERS

****Please note that the Phone for the International House is not on the campus network. You need to dial 7 and then the full number.****

EMERGENCY: 7-911

College Safety and Security: 7-775-8911

Ambulance (Non Life Threatening): 7-775-8911

Oberlin Police Department: 7-774-1061

Oberlin Fire Department: 7-774-3211

Student Health Services: 7-775-8180