

Talmadge Anderson Heritage House Cultural Center
935 B Street, Pullman, WA 99163

Group Use Expectations

1. All events must be approved by The Division of Student Affairs, Equity and Diversity and made two weeks in advance of the event.
2. To request reservations, please contact Laura Ryan by calling 509-334-0279 or email: laura_ryan@wsu.edu
3. The first floor living room and dining room in the Talmadge Anderson Heritage House are available for meetings and gatherings. **First floor maximum group size at any time is 35. The basement Training Room's maximum occupancy at any time is 25.**
4. The Cultural Centers are **smoke-free and substance-free (no alcohol or drugs of any kind)** environments. This pertains to inside as well as outside the house.
5. Any furniture rearranged by you to accommodate the meeting, please return to its original position in the room. **If you need additional seating, please indicate this at the time of booking. All evening event activities must end no later than 9:00 p.m.**
6. If additional chairs and tables were set up, please assist with returning these to their proper storage area in the house.
7. **If the kitchen is used, please ensure the following:**
 - A. All counter tops are wiped clean.
 - B. If the stove is used, that it is wiped clean, leaving no food residue
 - C. All food containers, pop bottles, and cans are packed out with you upon your departure.
 - D. All floors that show particles are swept clean.
 - E. If household dishes and kitchen supplies are used, please wash and return them to their proper location
 - F. Household cleaning supplies are available if needed, please ask the Event Assistant for access.
8. All student groups must have their Faculty or Staff Advisor present at the event.

Failure to return the house to the condition, in which you found it, will result in your organization being billed for professional janitorial service and possible refusal of future events.

Name of Group Reservation

Date of Event

Group Coordinator

Begin/End Times of Events

Coordinator Phone Number

Coordinator Sign and Date

Name of Faculty/Staff Advisor in Attendance

Advisor Sign and Date (if applicable)