



HESS VILLAGE COMMUNITY CENTER RESERVATION FORM

Any registered Family Housing resident may reserve the Community Center.
Reservations must be filed at least seven days prior to the proposed event.

EVENT INFORMATION:

Event Date: _____ Start Time: _____ ^{AM}/_{PM} End Time: _____ ^{AM}/_{PM}

Event Title/Description: _____

Expected Attendance: _____ Chaperones Arranged? YES NO

Names of Chaperone(s): _____ Phone #: _____
_____ Phone #: _____

REQUESTOR'S PERSONAL INFORMATION:

Requestor's Name: _____ Today's Date: _____

Apartment: _____ E-mail: _____ Phone #: _____

The requestor agrees to the terms and conditions of the UAF Residence Life Contract for the Hess Village Community Center as stated on the reverse.

I acknowledge receipt of the said contract form which I have read and which is by this reference made a part of this agreement. It is the responsibility of the above group, and the person reserving the rooms, to know and abide by the policies and laws of the Department of Residence Life, the University of Alaska Fairbanks, the Fairbanks North Star Borough and the State of Alaska. The violation of policies can result in the withdrawal of building privileges. The requestor will be financially responsible for any cleaning, vandalism and/or damage caused during or as a result of the indicated event.

All reservation forms will now be turned into the Front Office of the Department of Residence Life. Prior to your event pick the key to the Hess Community Center up from the Front Office - please be aware that the Front Office is only open from Monday - Friday, 9 AM - 5 PM and that we will not be able to accommodate weekend key pick-ups. If you do not pick your key up from the Front Office prior to your reservation you will forfeit your reservation to the Hess Community Center.

Signature: _____ Date: _____

OFFICE USE ONLY

Approved? YES NO Approval Date: _____ Approved By: _____

Key Pick Up: _____ Keys Due: _____ Late fee = \$30 Re-core fee = \$85

Staff Comments Following Event: _____

Clean? YES NO Damages? YES NO Total Amount Charged: _____

TERMS AND CONDITIONS OF CONTRACT FOR USE OF THE HESS VILLAGE COMMUNITY CENTER

The policies described in this contract have been established to maintain the Hess Village Community Center for prolonged use and availability to Hess Village Residents. If the policies are not upheld by the requesting group, building privileges for that group will be withdrawn for a time period to be determined by the Resident Director of Family Housing.

CHAPERONES

At least one adult chaperone (parent or guardian) must be present at all times. Children are not to be left unattended. If a violation of this policy occurs, the event will be shut down immediately and future availability to reserve the Community Center will be denied for a period of at least one year.

CLEANING

The reserving group is financially responsible for all cleaning due or resulting from the event stated on the request form. The Community Center must be cleaned and re-arranged in the layout style originally set prior to the event. Cleaning must be completed immediately following an event. If an event is scheduled to end after regular scheduled hours, cleaning is to be completed before 10:00 a.m. the morning of the following day. Any cleaning not completed will be charged through the Department of Residence Life to the person making the reservation request.

DAMAGE

Any damage caused during or as a result of an event will be the responsibility of the reserving group. Any damages will be assessed following an event, and will be charged through the Department of Residence Life. Excessive damages will result in complete withdrawal of building privileges in addition to the charges.

DECORATION

Decorations may not be hung with anything that will damage the wall surface. Thumb tacks, nails and duct tape are not allowed as adhesive materials. Violations of this policy may result in withdrawal of building privileges and/or monetary fines.

ELIGIBILITY

Requesting individual must be a registered Hess Village resident. Events allowed in the Community Center include non-alcoholic gatherings such as group meetings, birthday parties, and family functions.

FEES

There are no hourly or daily fees associated with the use of this facility.

LIABILITY

The University shall not be liable for the following: 1) Damage or injury to persons or property of individual unless the same is caused by the gross negligence or willful misconduct of the University. 2) The loss, theft or damage to all personal belongings in the custody of, belonging to, or stored by the individual regardless of cause. This includes losses that occur in student's room, storage room, public area, or in other areas of the hall or campus.

POSTING

Posting is not permitted in the community center. Any posting will result in withdrawal of building privileges. Posting is permitted on indicated bulletin boards just outside the Community Center.

SCHEDULING

Reservations must be filed at least seven days prior to the proposed event. Reservations will be accepted by the Family Housing Resident Director on a first-come, first-serve basis.

*Any exception to the provisions of this agreement, as stated above, must be approved in writing by the Family Housing Resident Director or their designee on behalf of the University of Alaska Fairbanks.