

UNIVERSITY of ALASKA ANCHORAGE

CONFERENCE SERVICES

Table Request Form – UAA

3700 Sharon Gagnon Lane #6-102
Phone: (907) 751-7273

Anchorage, Alaska 99508
Fax: (907) 751-7208

Applicant Information:

Date: _____ Phone: _____
Name: _____ Fax: _____
Organization: _____ Email: _____
Address: _____

Event Information:

Event Name: _____ Location: _____

Date:	Delivery time:	Event time:	Pick up time:	Number of Tables
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Payment:

By filling out and signing this form, you accept that your group will be charged \$25 per table per day of use and any other applicable fees.

Journal Voucher Org & Fund #: _____

Things to consider:

1. Tables rented are the property of University Housing, Dining & Conference Services.
2. Point of contact must be available at the time of delivery. Failure to do so could result in cancellation of table
3. An additional labor, maintenance, replacement, and/or cleaning fee may be imposed for excessively dirty, damaged, misplaced, or stolen tables.

Conditions and Liability:

I agree to abide by all university policies, including fire regulations, posting, and alcohol policies. I will be responsible for submitting the appropriate forms to Conference Services, and understand that failure to do so may result in the cancellation or changes in the reservation without notice. I agree to submit all changes, including cancellations, to Conference Services a minimum of five business days prior to the scheduled event.

I agree to indemnify, defend, and hold harmless the University of Alaska Anchorage, its employees, officers, agents, and Board of Regents against any and all claims of injury to person or property due directly from any accident occurring in, upon, or about the premises except to the extent such injury or damage results from gross negligence from the university.

I understand that I may be held personally responsible in the event the department, club, or client does not satisfactorily cover the indebtedness resulting from damage or above normal clean up.

Signature

Date