

UNIVERSITY of ALASKA ANCHORAGE

CONFERENCE SERVICES

Event Reservation Form – Residence Life

3700 Sharon Gagnon Lane #602
Phone: (907) 751-7273

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

Applicant Information:

Date: _____ Phone: _____
Name: _____ Email: _____

Event Information:

Event Title: _____ Attendance: _____

Date:	In time:	Start time:	Out time:	Room requested:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Regulations for Room Use: By signing below, I understand the following information:

- All food served on campus must be arranged through UAA Catering. Please inquire at 751-7492 for more info.
- Rooms are rented AS IS and must be returned to the arrangement in which they were found.
- If rooms are not returned to the condition in which they were found, you will be charged a \$25 reset fee.
- Tables and chairs need to be stacked neatly in the corners of the room. Do not stack tables or chairs in front of the windows.
- Cushioned chairs and new tables are only to be used by the Conferencing staff.
- All tables need to be cleaned and wiped down after your event, or you may be charged a \$25 cleaning fee.
- All food and other garbage must be disposed in trash cans after the event, or you may be charged a \$25 cleaning fee.
- Some equipment is available for check-out from the Conferencing Office.
 - Equipment must be reserved at least two business days before the event.
 - Equipment must be checked out from Conferencing between 8am and 4pm on the day of event or the closest business day.
 - Equipment must be checked back in to Conferencing the first business day after your event between the hours of 8am and 4pm.
 - If equipment is damaged while checked out, you may be charged for the repair and/or replacement of the equipment.
- Please report any spills, damages, or unusual activity immediately to the Conference Coordinator at 751-7273.

Conditions and Liability:

I agree to abide by all university policies, including fire regulations, posting, and alcohol policies. I further understand that all facilities are subject to availability. 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 of Resident Advisor

Date

Signature of Resident Coordinator

Date