

UNIVERSITY of ALASKA ANCHORAGE  
  
 CONFERENCE SERVICES

**Event Reservation Form**

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

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

**Applicant Information:**

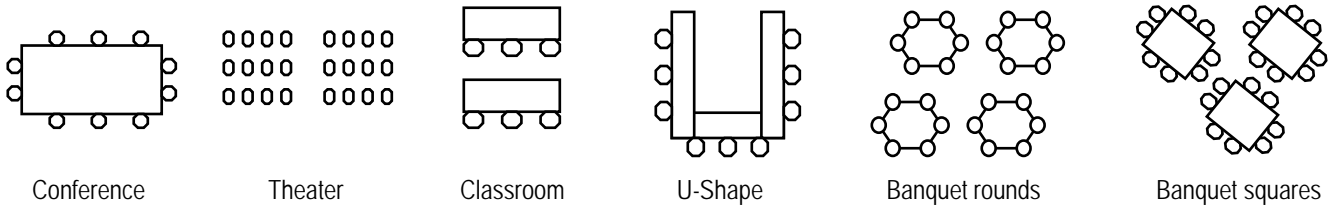
Date: _____	Phone: _____
Name: _____	Fax: _____
Organization: _____	Email: _____
Address: _____	_____
_____	_____

**Event Information:**

Event Title: _____				Attendance: _____
Date: _____	In time: _____	Start time: _____	Out time: _____	Room requested: _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Room Arrangement:**  
**Please circle your choice**

For\*Lucy Cuddy Hall\* setups, please consult with Conference Services. Please attach a diagram for any special setups.



**Please help us understand the type of event this will be so we can be of better assistance:**

\_\_\_\_\_

**Equipment and Furnishings (please indicate the number needed):**

- |                                 |                                 |                             |
|---------------------------------|---------------------------------|-----------------------------|
| _____ Coat Rack                 | _____ Laptop Computer           | _____ Projection Screen     |
| _____ CD/Cassette Player        | _____ Microphone                | _____ Slide Projector       |
| _____ Convener/Conference Phone | _____ Microphone Stands         | _____ Stages (4'x 8' Units) |
| _____ Data Projector/Proxima    | _____ Overhead Projector        | _____ Telephone Connection  |
| _____ DVD Player                | _____ Registration Table        | _____ Tensa Barriers        |
| _____ Easel                     | _____ PA System with microphone | _____ TV/VCR Combo          |
| _____ Ethernet Connection       | _____ Podium                    | _____ VCR Player            |
| _____ Head Table                | _____ Podium with microphone    | _____ Whiteboard            |

**Other Needs:**

\_\_\_\_\_

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Payment Method:

Check #: \_\_\_\_\_ **Make Payable to:** UAA Conference Services  
Please mail to: 3700 Sharon Gagnon Lane Suite 602 Anchorage, AK. 99508

Credit Card (please circle one):      VISA      Master Card

Credit Card #: \_\_\_\_\_ Expiration: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Other Method: \_\_\_\_\_

Journal Voucher Org & Fund #: \_\_\_\_\_

Things to consider:

1. All food served on campus must be arranged through **UAA Seawolf Catering**. Please inquire at **751-7492** for information, menus, and reservations.
2. If you plan on serving alcohol, you must secure an Alcohol Waiver approved by the Dean of Students prior to the event. They are available through UAA Seawolf Catering.
3. **Parking:** Some permit parking lots and all visitor lots are now provided with **Pay meters for visitors**. Parking violations are enforced strictly for such things as, but not limited to, improper parking, parking in a restricted zone, parking in a permit parking area without a permit or **paid meter receipt**. Please make sure you look for the Pay Meters when parking. Please see the attached map for visitor parking.
4. A labor, maintenance, and/or cleaning fee may be imposed for excessively dirty or damaged rooms or equipment.

Conditions and Liability:

I agree to abide by all university policies, including fire regulations, posting, and alcohol policies. For liability purposes, I agree to ensure that members and guests of the group will not move or tamper with any equipment, including tables and chairs. I further understand that all facilities and equipment are subject to availability. I will be responsible for submitting the appropriate forms to the Conference Services Office, 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 the Conference Services Office 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.

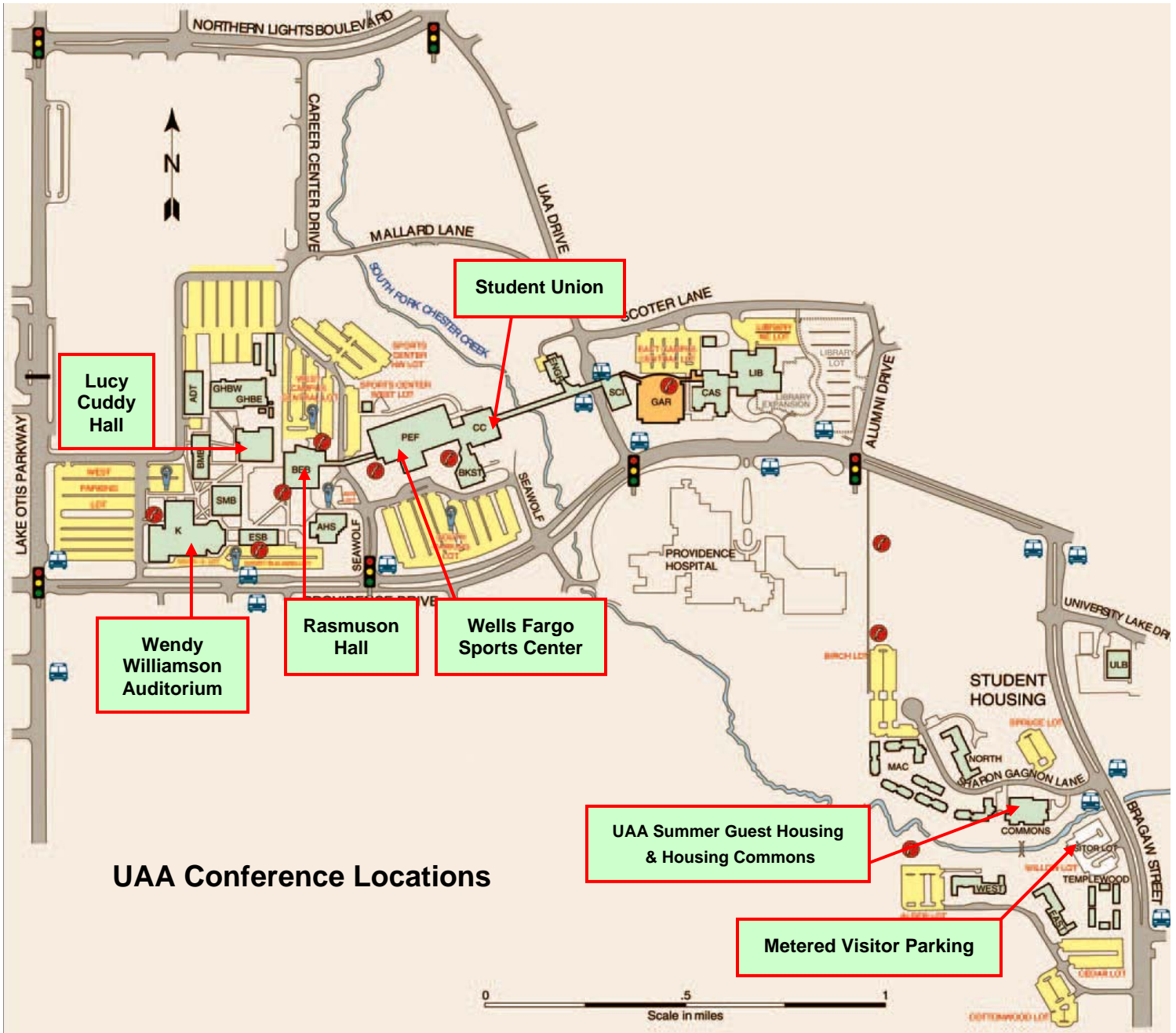
I understand that I may be held personally responsible in the event the department, club, or client does not satisfactorily cover the indebtedness resulting from damage or above normal clean up.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Advisor (UAA student groups)

\_\_\_\_\_  
Date



**UAA Conference Locations**