

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: _____	_____
_____	_____

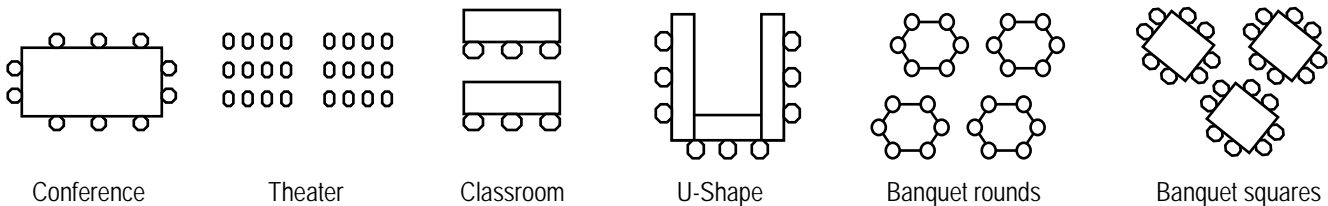
Event Information:

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

Room Arrangement:

Please circle your choice

For*Lucy Cuddy Hall*and*Rasmuson 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 | _____ Easel - \$15 | _____ Projection Screen - \$35 Cuddy only |
| _____ Head Table | _____ Easel Pad - \$25 | _____ Slide Projector - \$35 |
| _____ Registration Table | _____ Ethernet Connection - \$10 | _____ Stage Unit 4x8 - \$30 (4 pieces max) |
| _____ CD Player - \$35 | _____ Extra Microphone - \$20 (3 max) | _____ Tensa Barriers - \$5 |
| _____ Convener/Conference Phone - \$35 | _____ Laptop Computer - \$75 | _____ Transparency Projector - \$35 |
| _____ Data Projector/Proxima - \$150 | _____ PA System (1 mic included) - \$50 | _____ TV - \$50 |
| _____ DVD Player - \$35 | _____ Podium - \$30 | _____ Whiteboard - \$20 |

Other Needs:

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Payment Method:

Check #: _____ Make Payable to: **UAA Conference Services**
P.O. Box 141606 Anchorage, AK 99514-1606

Credit Card (please circle one): VISA or Master Card Phone # for card info: _____

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, an Alcohol Waiver must be approved by the office of the Vice-Chancellor of Student Affairs prior to the event. The University allows beer and wine only, with a max of 2 drinks per person. Permits are available through UAA Seawolf Catering.
3. **Parking:** All parking areas are now equipped with **Pay-n-Park Machines for visitors** (machines take cash, credit and coin). 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 check in with the Conference Coordinator about your parking needs, the best place to park, and/or parking lot rental options.
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

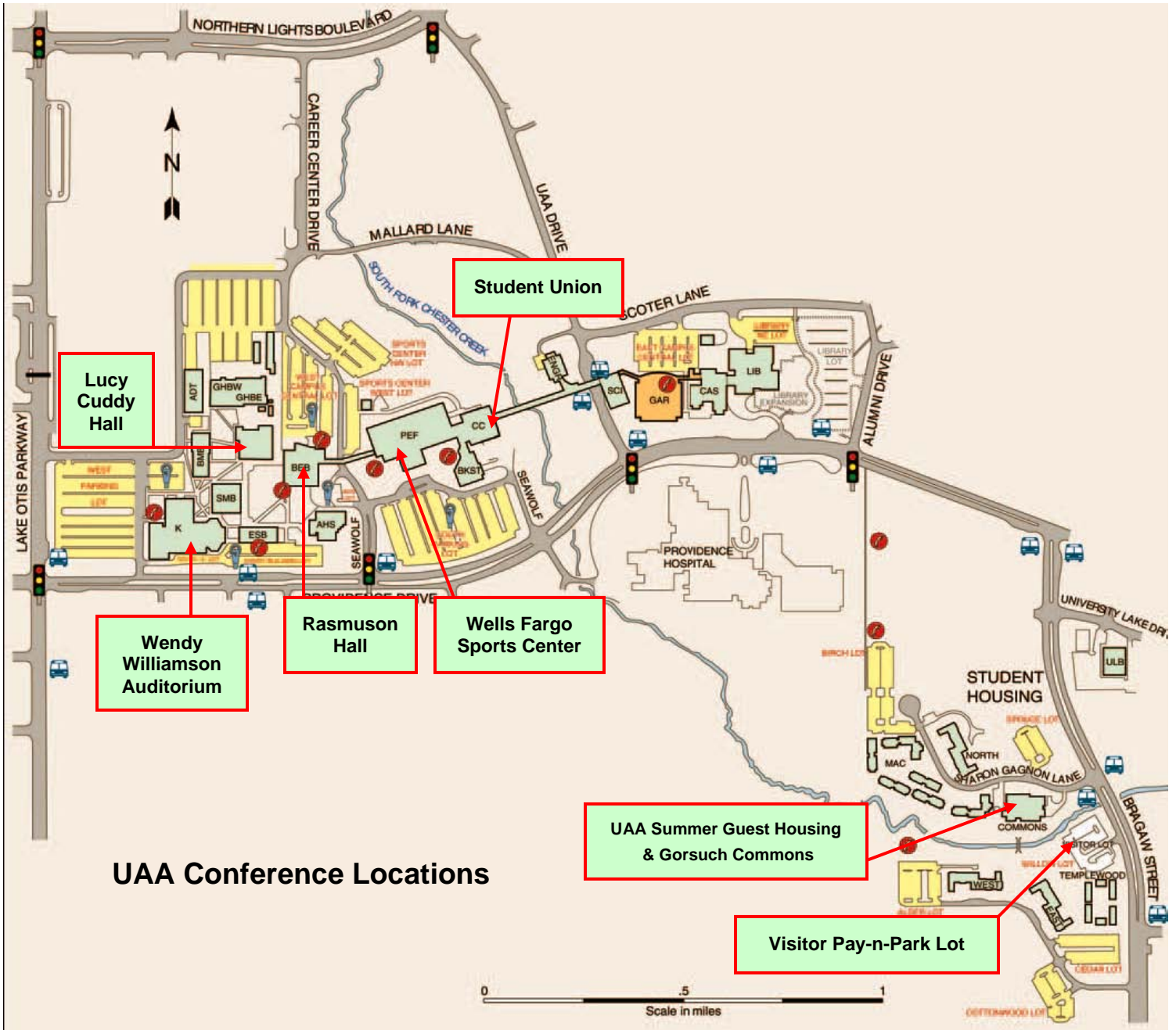
Date

Signature of Advisor (UAA student groups)

Date



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UAA Conference Locations