

**TO:** UAA Student Club Event Organizer  
**FROM:** Enrollment Management-Facilities Scheduling Office  
**RE:** Procedures for Booking University Facilities

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The following form should be used when booking UAA club events. Please provide complete information regarding your club's activity when reserving a general classroom or lobby.

Our office is responsible for scheduling 70 general classrooms and building lobbies around the campus at the following locations: Administration/Humanities Bldg (ADM), Allied Health Science Bldg (AHS), Fine Arts Bldg (ARTS), Beatrice McDonald Hall (BMH), ConocoPhillips Integrated Science Building (CPSB) Atrium, Eugene Short Hall (ESH), Engineering Bldg (ENGR), Professional Studies Bldg (PSB), Rasmuson Hall (RH), Social Sciences Bldg (SSB), Sally Monserud Hall (SMH), and the University Center (UC). Please contact Campus Life (786-1896) for the Student Union, and Conference Services (751-7273) for the Lucy Cuddy Center, Commons, or Wendy Williamson Auditorium.

Before submitting a request, check for room availability on the web at <http://roomschedule.uaa.alaska.edu> or by calling 786-1497. The rooms and lobbies are free-of-charge to clubs utilizing the space specifically for a club function. The form requires a club advisor's signature and can not be processed without it. In case your advisor is unavailable Hinkley, Assistant Director for Student Leadership, (786-1217) or Jill Taylor, Leadership Coordinator for Student Clubs and Greek Life, (786-1385) can sign the request. You can fax the request to 786-1537, send it via intercampus mail to UC 106, or personally drop it by the University Center. Once the request is processed a confirmation will be sent to the Club's mailbox at the Student Club/Greek Council Office. If you prefer the confirmation to be sent to a different location, it should be noted on the request form. The confirmation MUST be present at the event.

When finished with the scheduled event all facilities must be left clean and all moved furniture reset. It is the responsibility of the Club to supply their own table in requested lobbies for Bake Sales, Information Tables, etc...

If you have any questions about the scheduling process please contact Nancy Hall at (786-1497/ [ayrooms@uaa.alaska.edu](mailto:ayrooms@uaa.alaska.edu) ).

# UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar, Facilities Scheduling, University Center 106  
• PO Box 141629 • Anchorage, AK 99514-1629 • Phone (907) 786-1497 • Fax (907) 786-1537

## UAA Club/Greek Organizations General Classroom Request Form

This form must be **filled out completely, including signatures, in order to be processed.** This is a space *request only and does not confirm your space.* Incomplete applications will automatically be declined.

### EVENT INFORMATION

Event Title: \_\_\_\_\_

Space Request (1<sup>st</sup> choice): \_\_\_\_\_ (2<sup>nd</sup> choice): \_\_\_\_\_

Date and Day of Week: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_

UAA Club/Greek Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

UAA Student Email Account: \_\_\_\_\_

By applying for a Facilities Use Permit, applicant agrees to: Leave the facility as we find it, or pay for clean-up, reset, and/or repair of furniture, damage, and/or vandalism. Hold the University of Alaska, its employees, officers, agents and Board of Regents harmless in case of unavailability of the facilities. All other terms and conditions as included in the University of Alaska Anchorage Facilities Use Policy. Indemnify, defend, and hold harmless the University of Alaska Anchorage, it's employees, officers, agents, and the Board of Regents against any and all claims of injury to person or property damage resulting directly or indirectly from any accident occurring in, upon, or about the premises as a result of the acts, errors, or omissions of the above named group or organization or arising in connection with their operations, use or occupancy of the premises. I understand I may be held personally responsible in the event the organization does not satisfactorily cover any debts resulting from damage or above normal clean-up.

\_\_\_\_\_  
Signature of Organization's Responsible Party

\_\_\_\_\_  
Date

### UAA Student Organizations:

\_\_\_\_\_  
Advisor's Printed Name

\_\_\_\_\_  
Advisor's Phone

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

## Rasmuson Hall (RH) Usage Policies

### *Signs and Flyers*

- Posters, flyers and notices may only be posted on designated bulletin boards and pre-approved sandwich boards.
- Signs, flyers, and notices, including Post-its may not be hung on RH walls, wood, or any plaster or painted surfaces (including metal doors and doorframes).
- Flyers, signs and notices are not allowed on stationary glass windows, including the sides of the lobby entrance doors and the vending machine room.
- No signs or banners are to be placed on or hung from the atrium railings.
- Use of sandwich boards/easels or other non-permanent signage in the lobby must be pre-approved by the building manager. (Call the CBPP Dean's Office, 786-4121.) Approved easels and sandwich boards may be placed along the central staircase wall only, out of the way of building traffic, and must be removed promptly when notice/event date expires. Those that are not removed in a timely manner, or that are not pre-approved, will be taken down and disposed of. Sandwich boards are not allowed on the second and third floors.
- Notices posted where they are not allowed **will be removed and disposed of without prior notification.**

### *Food and Beverages*

- **The following beverages are NOT allowed** in Rasmuson Hall (RH): orange soda, grape soda, Hawaiian Punch, red punch, and red wine.
- Personal consumption, possession, or display of beer, wine, or other alcoholic beverages is prohibited in University public places. No University activity or function shall include the service of alcoholic beverages without a UAA alcohol permit, which must be obtained in advance from the Vice Chancellor of Student Affairs.
- No food or beverages are allowed in RH classrooms or computer labs, except for catered events in 303, 207A&B, 211, 316, and the lobby. Arrangements must be made to have catering clean up immediately following an event.

### *Furniture, equipment and supplies*

- For emergency evacuation purposes DO NOT place tables, chairs, or easels in front of doors.
- Tables and chairs for use in the lobby are not available from Rasmuson Hall. It is your responsibility to make arrangements for furniture for your event and to see that it is picked up at the close of your event. There is no temporary storage space available in RH. If it is not removed within 24-48 hours it will be sent to campus surplus.
- Do not remove tables or chairs from classrooms, lecture halls, or the RH lobby. Do not rearrange lobby furniture.
- If you rearrange furniture in a room, please return it to the **original arrangement** after your class or meeting. Configurations are posted in each room.
- Bring any supplies you need: pens, paper, chalk, easels, markers, etc. They are not, and will not be provided by RH.
- Rooms may or may not have audio/visual equipment; please check ahead of time in case arrangements need to be made with Audio Visual Services (786-4646).

### *Cleanup*

- Deposit all trash, including balloons, in the proper receptacles. If the receptacles are not sufficient to contain all of your trash, leave containable items next to the receptacle and/or remove excess trash – or make arrangements for its removal.
- Groups hosting large events on the weekend will be responsible for cleanup. THERE IS NO JANITORIAL SERVICE FRIDAY AND SATURDAY NIGHT. **Please make arrangements for trash removal in advance of your event.** University facilities' janitorial service will arrange to remove trash for a fee. Any cost associated with weekend janitorial service is the responsibility of the group hosting the event.
- Any damage or excessive cleaning needed as a result of a group's activity will be charged to that group.

### *Other*

- Upper hallways may not be used for special events during regular class hours (8am-6:45pm).
- Balloons must be removed immediately after an event. Arrangements must be made for removal of any balloons that escape into the atrium ceiling and skylights.
- Pay telephones are located on the first floor. A telephone for making free, on-campus calls, is located with the pay telephones. Campus telephone numbers are posted in the directory above the telephones.
- The College of Business and Public Policy Dean's Office does not take or deliver messages unless it is an emergency.

## ***Do I need a food service permit to hold a Bake Sale?***

As long as no potentially hazardous foods are sold to the public, no special permit is required. Potentially hazardous foods are those foods that spoil easily without refrigeration or special preservation (some salad dressings, cream pies, meats and meat products obtained from non-commercial sources, etc.). In general, you're usually safe with dried baked goods and prepackaged, shelf storage items. Refer to [EHS/RMS Policy 6, Food Service](#) for further advice.

Before having a bake sale, be sure to consult with the appropriate building manager about concerns that they might have. In addition, the proceeds from bake sales must be used and controlled in accordance with acceptable university cashing practices (786-1495 or [anmam2@uaa.alaska.edu](mailto:anmam2@uaa.alaska.edu)). Also keep in mind that the university has exclusivity contracts with food service providers and we do not want to incur contract violations. So if you're planning something big, please consult with Housing, Dining and Conference Services (751-7200 or [ayuhdcs@uaa.alaska.edu](mailto:ayuhdcs@uaa.alaska.edu)). No permits are required for small office parties and other events that are closed to the public. However, departments should still follow good sanitary procedures.

Licensed food service providers are responsible for assuring compliance with all pertinent sanitarian regulations and permit requirements for events that they are catering. EHS/RMS can inspect contracted food service providers to assist with sanitation standards compliance. Extraordinary janitorial efforts required for clean up after a bake sale or office party may be charged back to the individuals, departments, or clubs responsible for the event.