



UNIVERSITY of ALASKA ANCHORAGE

CONFERENCE SERVICES

Event Reservation (page 1 of 2)

Contact Information

Today's date _____ Phone* _____ *Enter all 10 digits with no spaces or hyphens

Name _____ Fax* _____

Organization _____ Email _____

Address _____

Event Information

Event Title _____ Attendance _____

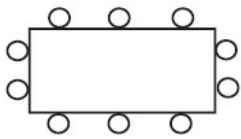
Date _____ In time _____ Start time _____ Out time _____ Room requested _____

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

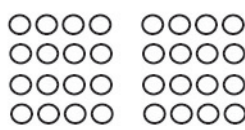
Date _____ In time _____ Start time _____ Out time _____ Room requested _____

Room Arrangement

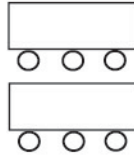
Select from one of the below arrangements, keeping in mind that not all arrangements work in all locations, or attach a diagram for any special setup needs.



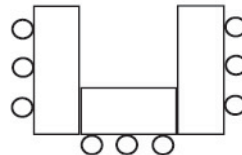
Conference



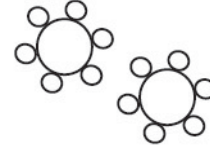
Theater



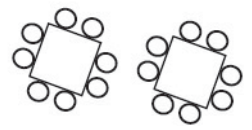
Classroom



U-Shape



Banquet Rounds



Banquet Squares

Describe the type of event this will be so we can be of better assistance to you

Equipment & Furnishings (indicate the number needed)

___ CD Player - \$35 ea	___ Easel Pad - \$35 ea	___ Podium - \$30 ea
___ Coat Rack	___ Ethernet Connection - \$10 ea	___ Projection Screen - \$35 ea (Cuddy only)
___ Convener/Conference Phone - \$35 ea	___ Extra Microphone - \$20 ea (3 max)	___ Registration Table
___ Data Projector/Proxima - \$150 ea	___ Head Table	___ Stage Unit 4x8 - \$30 ea (4 pieces max)
___ DVD Player - \$35 ea	___ Laptop Computer - \$75 ea	___ Tensa Barriers - \$5 ea
___ Easel - \$15 ea	___ PA System (1 mic included) - \$50 ea	___ Whiteboard - \$20 ea

Parking Lot Rental*

Yes - I would like to rent a parking lot for my event*

No - I am not interested in renting any parking spaces

*For a rate quote on parking lot rentals, please contact us. A \$25 rush fee applies to all parking requests made within two (2) weeks of the event.



UNIVERSITY of ALASKA ANCHORAGE

CONFERENCE SERVICES

Event Reservation (page 2 of 2)

Payment Methods

- Check # _____ Make checks payable to: UAA Conference Services
- MasterCard
- VISA
- Other method _____
- Journal Voucher ORG _____ FUND _____

Thing to Consider

1. All food served on campus must be arranged through **UAA Seawolf Catering**. Please inquire at **(907) 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 maximum of two (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, coin, and credit). Parking violations are enforced strictly for such things as, but are 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 Liabilities

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 (5) 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 the 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 indebtednesses resulting from damage or above normal clean up.

Signature of Responsible Party

Date

Signature of Advisor (UAA student groups)

Date