

FACILITIES USE REQUEST

Facilities Scheduling Coordinator: (907) 796-6459
E-mail: rooms@uas.alaska.edu

Rules for Room Use

University rooms may be used by nonprofit community, state, federal or civic groups on a space available basis, university functions receive priority. Organizations are requested to furnish their nonprofit tax ID as proof of nonprofit status.

When classes are in session, rooms will be scheduled (on a space available basis) 8am –9:30pm Monday through Thursday; 8am-5pm on Friday. For weekend scheduling, contact the university's Facilities Coordinator, 796-6459, for details and fee schedule. UAS facilities WILL NOT be scheduled on university holidays.

It is further agreed and certified that the organization will abide by the following rental rules and regulations. Failure to follow these rules will result in forfeiture of the rental fees and future use of facilities. Additional charges will be assessed for cleanup or other related expenses.

Rental Fee Payment Policy

Payment must be received 3 days prior to usage. Refunds will be issued if cancellation is given 2 days prior to event, or if UAS cancels the event. Credits will not be issued. Room(s) may not be scheduled for more than 3 days consecutively, unless pre-approved by coordinator. Additional fees may apply for computer rooms.

Event Services and University Resources



1. **Food:** UAS Dining services has exclusive rights for catering and food services on the UAS campus. UAS Dining services can be reached at uasdining@uas.alaska.edu or by phone at (907) 796-6520.



2. **Calendar:** If the event is open to UAS students, faculty, or staff the event **must be posted in the UAS campus calendar** for the room reservation to be confirmed. Go to www.uas.alaska.edu/calendar/submit.html



3. **Media Equipment:** Media Services must be contacted separately to schedule equipment use: (907) 796-6400. Media Services does not provide equipment for non-university users; however, equipment may be supplied on a case-by-case basis. **Scheduling of any UAS space does not imply the availability of media equipment.**

Room Regulations

1. No message phone, copying service, or additional material will be available.
2. Alcoholic beverages are not allowed in/on University property.
3. Hazardous and flammable materials are not allowed.
4. Children shall be supervised at all times while on UAS property.
5. Use is limited to the scheduled room(s) and only during hours specified.
6. Group size may not exceed the posted seating capacity of room(s).
7. The scheduling client will protect UAS property from damage or mistreatment, and is responsible for the condition in which the building/room(s) is left. In the event UAS property is damaged or stolen, the organization will be held liable and charged for the cost of repairs or replacement. Signature on facilities form concurs.
8. UAS property shall be returned to its original location after use. A minimum charge of \$100 or more will be charged if terms are not met.
9. Facility use may be revoked by UAS whenever that use interferes or has direct conflict with UAS classes or programs.
10. Hold the UAS, employees, officers, agents and board of regents harmless. In case of unavailability of the facilities, except return of rental monies.
11. Indemnify, defend, and save harmless, UAS, its employees, officers, agents and BOR, against any claim of any loss, damage, or injury to person, or property resulting directly or indirectly from accident, occurring in, upon or about the premises of UAS 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.

Signature on the back of this form indicates agreement to the regulations stated above.

FACILITIES USE REQUEST

name of representative	title
organization	non-profit tax ID number
address	
contact tel	fax
E-mail	

I have read and understood all the policies for facilities use at the University of Alaska Southeast as set forth in the Rules for Room Use section of this form and will insure that my group/organization will follow these policies.

✘ **applicant signature** _____ **date** _____

✘ **club advisor signature** (required for UAS Student Club room request) _____ **date** _____

FACILITIES USE SCHEDULE AND COST

	date	day of week	beginning time	ending time	cost
Day 1	_____	_____	_____	_____	_____
Day 2	_____	_____	_____	_____	_____
Day 3	_____	_____	_____	_____	_____

Room(s) may not be scheduled for more than 3 days consecutively, unless pre-approved by coordinator.

Purpose: _____

No. of attendees expected: _____

2 hours = \$70
4 hours = \$140
6 hours = \$210
8 hours = \$280

Is the event open to UAS student, staff, or faculty?

- Yes (See regulation #14)
- No

Will you be charging a fee for this event?

- Yes, \$_____ will be charged for this event
- No

REQUEST DETAILS	
Assigned Building/Room	
<input type="checkbox"/> Auke Lake Campus	_____
<input type="checkbox"/> Bill Ray Center	_____
<input type="checkbox"/> Technical Education Ctr.	_____
<input type="checkbox"/> Anderson Building	_____
<i>Approved</i>	
✘ _____	
facilities scheduling coordinator signature	

date	

METHOD OF PAYMENT	
<input type="checkbox"/> Purchase Order No. _____	
<input type="checkbox"/> Delivery Order No. _____	
<input type="checkbox"/> Warrent No. _____	
<input type="checkbox"/> Check No. _____	
<input type="checkbox"/> Credit Card: <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	
_____	MM/YY
credit card number	exp. date

card holder name	