



UNIVERSITY OF ALASKA
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Facility Use Agreement Egan Library Public Area

Fax to (907) 796-6249

Revised January, 2012

Thank you for bringing your event to the Egan Library. We are pleased to share in this opportunity to enrich our campus and our community.

Please read, sign & return this form to finalize your reservation!

I have been contacted by Egan Library staff confirming availability of the Egan Library Public Area for my event. As the UAS sponsor of this event, I agree to be responsible for:

Campus Calendar Posting

<http://www.uas.alaska.edu/calendar/submit.html> Posting the event online notifies the university community and creates an announcement on the library web page to alert library users of an upcoming event.

Building/Library Access

Contact Facilities Services at 796-6496 to obtain swipe card access or to authorize access for the event coordinator. Swipe card access is required if the event takes place outside of the library's service hours..

Opening and Closing Procedures

Contact Circulation staff at 796-6264 or 796-6360 to schedule a short orientation which includes opening/closing doors, location of lights and location of emergency procedures.

Appropriate Use

The sponsor will protect UAS property from theft and damage, and ensure that the building and its contents are left in good order. This may include restoring furniture to its original location and removal of excessive trash.

Enforcement of Policies

The sponsor agrees to follow all rules and regulations pertaining to the University and to the library, and will intervene if necessary to keep attendees in compliance. Library policies include required supervision of children under age 12; use of covered beverages only and no food consumption.

Emergency Procedures

In the event of an emergency, the sponsor will follow appropriate procedures for evacuation, secure the building, and notify the authorities.



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Additional Services

As the UAS sponsor of this event, I understand that I am responsible for arranging and financing any additional services required for my event, including:

Additional Rooms

If you need to schedule rooms outside the library, contact Room Scheduling at 796-6374.

Audiovisual Equipment & Services

Equipment for UAS-sponsored events is provided by Media Services at 796-6463. It is essential to coordinate audio and computer-related needs ahead of time to ensure network access and compatibility of components. Broadcast and/or video production services may also be available.

UAS Bookstore

If your event features an author, please contact the UAS Bookstore at 796-6474. Early notification enables bookstore staff to stock copies of works by visiting authors.

Piano

If your event requires the use of the Steinway located in the library, contact Arts & Sciences, Humanities Dept. Admin. Ass't at 796-6405 for permission. Moving and tuning the piano are the responsibility of the organization requesting its use and must be coordinated with the Humanities Department. Professional

movers must be used unless the piano is just rolled a short distance. Arrange with Media Services (796-6463) for the piano supports that need to be placed under the stage. The piano must also be returned to its original location after the event.

Chairs & Other Furniture

If your event requires additional seating or other changes to the standard configuration, contact Facilities Services at 796-6496.

Food Service

Food and beverages for University events are catered exclusively through Nana Management Services at 796-6520. Additional consumables may not be brought on the premises for events at the library. With the exception of covered drinks, food and beverages are restricted to the foyer outside the library.

Sales

The sale of any goods must be approved in advance. Please contact the Chancellor's Office at 796-6509 well in advance of the event to arrange permission.

I have read and will follow the procedures outlined in this agreement

Date _____ Signature _____