

University of Alaska Southeast Sitka Campus

Room Use Application and Policy Agreement

Complete application, review/sign policy agreement, and deliver to:

UAS Sitka Campus

1332 Seward Ave, Sitka AK 99835

FAX 747-7731

Randy Nutting 747-7701

Generally, availability and scheduling of room(s) will be confirmed within one to two days of receiving request with complete information.

Requests requiring UAS Sitka Director and/or Campus Management Committee pre-approval:

- if the organization does not have nonprofit status
- if room use is during hours when the campus is normally closed
- if the event is for more than three consecutive days
- if the type of event requires submittal of UA Special Event Insurance Application

Confirmation will take up to two weeks if pre-approval is necessary.

UAS Sitka Campus rooms *are not* available:

- during University holidays
- without a UAS employee on the premises at all times



FACILITIES USE REQUEST FORM

Office of Instructional Services & e-Learning

UNIVERSITY OF ALASKA 1332 Seward Avenue, Sitka, AK 99835

S O U T H E A S T Phone: (800) 478-6653 ~ (907) 747-7700

Fax: (800) 478-3552 (Alaska Only) ~ (907) 747-7731

learn • engage • change Email: student.info@uas.alaska.edu

APPLICANT

Full Name	Meeting/Event Title
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Phone Number	Email Address
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Are you a UAS Sitka Employee? If No, What company or organization are you with? YES [] NO []

Is this a UAS Sitka sponsored event? If No, who is the sponsoring campus or organization? YES [] NO []

If you are a UAS Employee and this is not a UAS sponsored event, please explain your role and involvement in this event.

Date(s) of Event: _____ Is this event open to the public? : YES [] NO []

Time of Event: _____ to _____ Estimated Number of Attendees: _____

Do you have a specific room that you would like to request? Yes [] NO [] Requested Room

• Do you have any special room setup requirements? If Yes, please explain below. YES [] NO []

• Do you have any special IT / Technology requirements? If Yes, please explain below. YES [] NO []

• Is this event during UAS Sitka open building days & times? If No, please explain below. YES [] NO []

University of Alaska Southeast Sitka Campus Policy for Room Use

University of Alaska Southeast (UAS) Sitka Campus rooms may be used by nonprofit community, state, federal or civic groups on a space available basis as long as University functions receive priority. Organizations may be requested to furnish their nonprofit tax ID as proof of non profit status. Adjustments may be made in rental negotiations by the authority of the Director and/or Sitka Campus Management Committee if it is determined to be in the University's best interest.

When classes are in session, rooms will be scheduled (on a space available basis) 8am–9pm Monday through Thursday; 8am–5pm Friday. Weekend scheduling may be available dependent on UAS staffing. UAS facilities ARE NOT available 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 further rental will be denied. Additional charges will be assessed for any damage, cleanup or other related expenses.

ROOM RENTAL FEES (per room)

A fee of \$15 per hour will be charged, with a 2-hour minimum up to 4 hours. Five hours up to 8 hours is \$90. No half hour increments. Payment must be received three days prior to usage. Refunds will be issued if cancellation is given two days prior to event, or if UAS cancels event. Credits will not be issued. Room(s) may not be scheduled for more than three days consecutively, unless pre-approved.

1 hour = \$30	5 hours = \$90	in addition to room rental fee:
2 hours = \$30	6 hours = \$90	video conference equipment = \$75 per hour
3 hours = \$45	7 hours = \$90	presentation equipment = \$15 for up to 4 hrs per day
4 hours = \$60	8 hours = \$90	\$30 for over 4 hrs per day
		computer classroom = \$35 per hour

If UAS facilities are not scheduled to be open during the time requested, the following fee is in effect if UAS staff is available: \$50 the first hour, and \$25 each additional hour.

RENTAL REGULATIONS

1. No message phone or copying service available.
2. Smoking is not allowed in any UAS building.
3. No food allowed in any UAS labs, i.e. art, biology, chemistry, computer, learning center.
4. Alcoholic beverages are not allowed in/on UAS property.
5. Hazardous and flammable materials are not allowed.
6. Children shall be supervised at all times while on UAS property.
7. Use is limited to the scheduled room(s) and only during hours specified.
8. Group size may not exceed the posted seating capacity of room(s).
9. The scheduling organization 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, cleaning, and/or replacement. **The Organization/Signatory on this form will be charged for the cost or repairs or replacement.**
10. UAS property shall be returned to its original location after use. A minimum charge of \$50 will be charged if terms are not met.
11. Facility use may be revoked by UAS whenever the use interferes with UAS programs.
12. The scheduling organization/signatory will hold UAS, employees, officers, agents and Board of Regents' harmless in case of unavailability of the facilities – except for return of rental monies.
13. 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 organization/signatory, or arising in connection with their operations, use or occupancy, of the premises.

SCHEDULING OF ANY UAS SPACE DOES NOT IMPLY THE AVAILABILITY OF MEDIA EQUIPMENT.

Instructional Services (907)747-7701 must be contacted separately to schedule equipment use for a fee. Instructional Services does not provide equipment for non-university users; however, arrangements may be made on a case by case basis.

SIGNATURE ON THIS FORM INDICATES AGREEMENT TO THE REGULATIONS STATED ABOVE.

Signature/Organization

Date

University of Alaska

CHILDREN ON CAMPUS GUIDELINES

The University of Alaska is a diverse environment of classrooms, offices, laboratories, recreation and other common areas. Visitors to campus are generally welcome and encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety and to maintain productivity and regulatory compliance. Safety is a primary concern when considering the presence of children on campus. The majority of our facilities are not designed for occupancy by children. Serious injuries can and have occurred to children on university campuses. Therefore, we have instituted the following guidelines to ensure the safety of our young visitors.

VISITOR GUIDELINES

1. Line of sight supervision by the parent or guardian is required at all times.
2. The parent or guardian must assure that children are not disruptive to others.
3. Parent or guardian must not leave children unattended at athletic or other University activities.
4. Children are not allowed in high-risk areas such as:
 - a. Laboratories, shops, studios, mechanical rooms, power plants, garages, food preparation areas
 - b. Any areas, indoors or out, containing power tools or machinery with exposed moving parts
 - c. UA vehicles, boats, aircraft, snow machines, grounds equipment, farm equipment, heavy duty or other motorized equipment
 - d. Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.)