



Application for Class Room Use

Organization: _____

Contact Person: _____

Daytime Telephone: _____ Evening: _____

E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Date(s) of use: _____ Time(s) of Use: _____

- Type of Organization:
- Private Club (Hobby, Interest group, Fraternity, Etc.)
 - Government Agency
 - Nonprofit Organization
 - Educational Institution
 - Youth Organization
 - Other _____

The policy and guidelines concerning the use of the University Center Class Rooms have been read and understood by our group. We agree to abide by them.

Date: ____/____/____

Group Representative

The group representative will be held responsible for damage to equipment, furnishings or building.

Office	Application Confirmed:	Date:
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Use: _____

Fee: _____

CLASSROOMS

Policy Statement

The University Center's Classrooms are available for public use, for programs or meetings with educational, cultural, civic and governmental purposes. Sales related promotions, events of for-profit commercial ventures and meetings to provide private commercial consultation services are prohibited. The University Center reserves the right to decline all requests that are not supportive of the UC's vision statement.

Use of the University Center facilities is subject to conditions. A written agreement indicating compliance with UC guidelines is required of all who wish to use the University Center facilities. Fees will be determined by the UC CEO and UC Board of Regents.

Although community groups are encouraged to use the UC facilities, such use does not signify UC endorsement of sponsorship of said events. The UC takes no stand on public issues and does not advocate the views of any group using the facilities.

Eligibility

Organizations of an educational, civic, cultural, professional or religious nature may book the classroom providing they abide by the following guidelines in their use of the room.

Guidelines:

1. UC programs and UC-related ventures are given first priority in scheduling the classrooms.
2. When not required for UC use, the classroom is available for use by governmental agencies, non-profit organizations engaged in cultural, civic, educational, intellectual or charitable activities. Student groups involved in tutoring, group study or projects may also request the use of classroom space.
3. All meetings must be open to the general public upon request.
4. Political groups may use UC classrooms for organization meetings. Political rallies supporting one candidate or for fund raising may not be held at the UC.
5. Recitals, social functions such as wedding receptions, banquets, parties, etc., may not be scheduled in the rooms.
6. Sales-related promotions and events for for-profit commercial ventures or services are prohibited. Private business may not engage in or solicit for their professional services in the UC classrooms. Disregard of this condition will result in immediate termination of room use privileges.

7. Tobacco use, alcohol, weapons, and non-assistive animals are prohibited anywhere in the UC building.
8. No admission fees will be charged. Doors must remain unlocked at all times.
9. Directional signs may not be attached to any part of the building or on the lawn. It is the responsibility of the sponsoring group to provide directions.

Scheduling:

1. Organizational representatives must read and sign the policy and guidelines before they use the classrooms. The signee is liable for damages incurred during the use of the room.
2. The organization is responsible for ensuring that the room is left as set up.
3. Organizations may have one reservation at a time. Exceptions may be made for programs requiring advance publicity. In these cases, written requests must be presented to the UC person in charge and they will give the approval.
4. Application for use of the classrooms should be made at the Reception Desk.
5. The room must be in good order and cleared by
 - 9:00 PM-Monday through Thursday
 - 4:30 PM-Saturday, Sunday (when applicable)Repeated refusal to clear the room on time may cause privileges to be revoked.
6. Light refreshments may be served in the Conference Room. It is the responsibility of the organization to provide their own refreshments and paper ware they need. They agree not to use any of the UC items in the kitchen area.

Fees:

The classrooms are available for a charge with the following provisions. This could change in the future and you will be notified by mail:

1. Organizations will be charged for any additional cleaning required.
2. Organizations will be charged for repair or replacement of damaged equipment, carpets, walls, paintings, etc.
3. Usage fees are \$100 per day per room. This fee was determined by the UC CEO and approved by the Board of Regents.

The UC will select the contractor or cleaning service.

Equipment and Services:

Organizations may bring in their own equipment.

A screen, podium and America flag are available in the Conference Room.

Extension cords, easels, paper, overhead pens, flip charts, refreshments, etc. are the responsibility of the organization using the room.

UC WiFi is available in the classrooms but connectivity is not guaranteed.

Faxes, phone calls, cellphones, and messages: The UC staff cannot provide professional secretarial services to organizations using the classrooms. Staff is not responsible for providing non-UC organizations with copies, faxes, or telephone messaging services. Organizations should refrain from distributing the UC telephone number as a contact number for information unless arrangements have been made at the reception desk prior to the scheduled event. Staff members routinely verify meeting times and dates. Cell phones may be used in the classrooms except during UC sponsored activities.

Abuse:

Abuse to a classroom, UC staff, or contents of the building will result in termination of classroom use. Matters of abuse may be defined as:

1. Physical damage to building, equipment, contents.
2. Failure to follow UC classroom policies and general UC behavior policies including abiding by room closing time.
3. Failure to leave the rooms in good condition.
4. Excessive noise or activity which might disturb UC students or interfere with staff duties.
5. Refusal to comply with UC staff in the commission of their duties.

Matters relating to termination of privileges will be addressed by the UC Staff and the UC CEO.