

UNIVERSITY OF CALIFORNIA, BERKELEY, UNIVERSITY VILLAGE RECREATION PROGRAMS

1123 Jackson Street, Albany, CA 94706 Phone: (510) 524-4926

Room Use Agreement for Village Residents

I am the legal lessee of the apartment listed below in University Village. In consideration of my use of a room, I agree to the following terms and conditions (please initial each item listed below to acknowledge my understanding of University Village Recreation Program expectations in this agreement):

- I will be billed on my next month's CARS account for any cleaning, repair(s), or damage charge(s) incurred as a result of my use of the room. I understand that the procedure for determining (a) charge(s) is (are) as follows: 1) The Community Center Coordinator will inspect the room; 2) If the room is not restored to the same condition in which you received it, the Custodial or Maintenance staff will inspect the room and determine the amount to be charged to your CARS account. For current custodial rates, please visit <http://budget.berkeley.edu/facilities-services-recharge-rates>
- The State Fire Marshall has set the maximum occupancy of the Four Corners Room at 49 people, and the Café at 25.
- I will immediately notify the Community Center Coordinator, a Resident Advisor, Maintenance worker, and Village Office of any unsafe or hazardous condition(s) that may exist.
- I will immediately report, to the Community Center Coordinator on duty, a disorderly or dirty room before I use it.
- My reservation includes set up/clean up time, and I will vacate the Community Center within the limits of this time.
- I will be present during the entire event, and will be held responsible and liable for the actions of members of my party. Members of my party will not be allowed to use the Community Center hallways and common areas. I will not use tape or nails on walls, doors, or posts.
- Music will stop by 10:00 P.M. Saturdays, and by 7:00 P.M. Sundays. My party will end by midnight on a Saturday or at 10:00 P.M. on a Sunday.
- All party participants will adhere to the NO SMOKING and NO ALCOHOL policy inside the Community Center.
- I will leave the room and bathrooms in a clean, orderly condition with all furniture in its original position, and the furniture and floor in clean condition. Cleaning includes sweeping and mopping if necessary and I agree to request the articles and supplies necessary for cleaning, e.g., broom, mop, sponge, bucket, cleansers, etc. from the Community Center Coordinator.
- All personal items will be removed after the activity is completed, allowing for another activity scheduled to take place immediately following my activity.
- I will provide 5 days written notice to the Village Office, as well as pay \$25.00 an hour (non-refundable) in advance, to hire a Community Center Coordinator for any party hours exceeding the regularly scheduled Community Center hours. NOTE: Ask for a detailed explanation at the office.
- I will contact the Community Center Coordinator to check the room after my use.

CONTACT INFORMATION

Contact Person _____ Name of Organization (if any) _____

Address _____ Phone (H) _____ Alternate Phone _____

ACTIVITY INFORMATION: CHECK ROOM, DAY, & TIME OF ACTIVITY

ROOM: Four Corners Café Gymnasium (Food & drink prohibited) Multi-Purpose Room

Monday-Thursday 6:00-10:30pm Saturday 6:00pm – 9:30pm Sunday 6:00pm-10:30pm DATE: _____/_____/_____

Other Time(s): _____ Approved by: _____

Addendum: (OVER)

Type of Activity

Party/Celebration Study Group Meeting Adults Children Approximate Age Range _____
 Other (Please specify): _____ Adults & Children Approximate # of attendees _____

Attendees

Signature of Contact Person _____ Date of Agreement _____

OFFICE USE ONLY

- Hours requested exceeding CC Hrs (if any) _____ X \$25/Hr + \$ _____
- Custodial Charge(s) \$ _____ Maintenance Charge(s) \$ _____

CCs: CAL Agenda Reservation Holder Filed in Facilities Binder

CONDITION OF ROOM FOLLOWING EVENT: Satisfactory Needs Cleaning Needs Repair

INITIALS OF CCC: _____ DATE OF INSPECTION : _____