

# Crossroads Room Use Summary & Checklist

## Did you read the following sections in your Room Use agreement?

- I will be billed on my next month's CARS account for any cleaning, repairs or damage charges incurred as a result of my use of the room. **Current cleaning fee starts at \$42/hr at 1 hour minimum.**
  - Check and agree with Room Condition: **I am responsible for the condition of the Crossroads Room from the moment I begin using the room. Upon arrival, if the room is not acceptable condition for whatever reason (either cleanliness or property damage) I will immediately call the Resident Advisor (RA) on duty at (510) 224-8298 BEFORE my function begins.**
  - My reservation time includes set up and clean up time.
  - Key Arrangements: I'll contact the Computer Center (or RA on duty at (510) 224-8298 when the Computer Center is closed) to be let into the Crossroads Room. I will not be issued a key.
  - I will be present during the entire event; I will be held responsible for the actions of children and guests and liable for all damages caused by them; I agree to keep the noise level reasonable.
  - I agree to abide by Fire Regulation Standards with regard to room Capacity (35 people).
  - Alcohol Exception Policy (One Week in advance, see #12 on agreement): I understand that I need to obtain this authorization in advance if I choose to serve alcohol.
  - Clean-Up Completed (see below).
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## Clean-Up Checklist

- Floor is swept and mopped, mop water emptied
- Walls and bulletin boards cleared and cleaned (including tape, pins and balloons)
- Bathroom cleaned
- Sink and countertops cleaned
- Refrigerator emptied and cleaned of any food and beverages
- Tables and chairs returned to original set-up, cleared and cleaned
- All personal belongings removed
- Grill scrubbed and cleaned
- Outside grounds cleared and cleaned
- Trash emptied
- Doors and windows locked