

Residential & Student Service Programs
UNIVERSITY VILLAGE ALBANY FAMILY HOUSING
CROSSROADS USE AGREEMENT

Available Reservation Time Slots

Friday 6 p.m. – 11 p.m.

Saturday 12p.m.-5p.m. and 6:00p.m.-11:00p.m.

Sunday 9a.m.-5p.m. and 6:00p.m.-11:00p.m.

I am the legal lessee of the apartment listed below in University Village. In consideration for my use of the Crossroads Room, I agree to the following term and conditions:

1. I understand that 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 \$47/hr at 1 hour minimum.**
2. ***I understand that my reservation time includes set up and clean up time. The Computer Consultant or Resident Advisor on duty (reached at (510) 224-8298) will open the door for me when I provide the copy of this signed contract. I will not be issued a key.***
3. I agree that 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.
4. I will immediately report a disorder or dirty room to the Resident Advisor on duty **(510) 224-8298** BEFORE I use it.
5. I am responsible for leaving the area clean including: the main Crossroads Room, kitchen, halls and restroom. The tabletops, counters, sink and refrigerator should be cleaned with a sponge and cleanser as needed. All furniture should be moved back to its original arrangement, chairs stacked and the room left free of food and trash. I am also responsible for cleaning the grounds outside the Crossroads Room. This includes the BBQ pit, picnic area and any trash left behind by my guests.
6. The wood laminate floor in the Crossroads Room should be cleaned with a wet mop only. The tile kitchen and hall floor should be cleaned with a mop and general cleaning soaps. We will attempt to keep cleaning supplies on hand for renter's use, but cannot guarantee they will be there.
7. I understand the Fire Marshall maximum occupancy of the Crossroads room is **35 people**. Please notify the Village Office (if open) or a Resident Advisor or Maintenance Worker of any unsafe or hazardous conditions immediately.
8. I agree to remove all trash and understand that I will be charged if trash is not removed. Bags of trash should be placed in any of the Village metal trash bins. I agree to remove all personal belongings and decorations and understand that I cannot return later to clean up after my reservation time has ended.
9. A mop, bucket and broom are usually provided in the tall kitchen cabinet or in the restroom; trash bags under the sink are for renter's use. If any of these items are missing, I understand I am still responsible for the comprehensive clean up. (Please inform the Front Office if these items are missing.) We suggest you take a sponge and cleanser with you for clean up.
10. The lawn in front of the Crossroads room, as well as the grill and picnic table located there, are available for my use. I agree to scrub and clean the grill thoroughly and to leave the table and lawn in good order. **Jumpers may be used on the lawn, but a generator is required. UC Berkeley is not responsible or liable for any jumper-related injuries.**
11. I agree to have someone stay with my belongings if I wish to leave the room for any period of time and lock the door. Repeated opening of the door by staff will result in me being charged multiple reentry fees.
12. I will read the University of California policies pertaining to the use of alcoholic beverages on UC premises and obtain authorization through the Village Office at least **seven days before my event** if I choose to serve alcohol.
13. If a room issue arises, I will report it to available staff (Community Center Coordinator, Office Staff, Resident Advisor) and follow instructions given.
14. I agree that **I MUST BE OUT OF THE ROOM** no later than the end time designated by my time slot. Failure to exit the room interrupts the custodial process and could result in incurred charges.

Resident's name: _____ Staff taking reservation: _____

Address: Bldg. # _____ Apt. # _____ Phone number: _____

Reservation Date: _____ Reservation Time: _____

I have read the Above Use Agreement, understand it and will comply with the rules of use.

Resident's Signature: _____ Today's date: _____

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 \$47/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 #11 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