

**UNIVERSITY OF CALIFORNIA, BERKELEY, UNIVERSITY VILLAGE RECREATION PROGRAMS**  
 1125 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.
- 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 \$20.00 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  Tuesday  Wednesday  Thursday \_\_\_6:00pm through 10:30pm DATE: \_\_\_/\_\_\_/\_\_\_
- Saturday \_\_\_6:00pm – 9:00pm  Addendum: (OVER)
- Sunday \_\_\_6:30pm – 8:00pm
- Other Time(s): \_\_\_\_\_ Approved by: \_\_\_\_\_

**Type of Activity**

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