Residential & Student Service Programs
UNIVERSITY VILLAGE ALBANY FAMILY STUDENT HOUSING

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:** [http://budget.berkeley.edu/facilities-services-recharge-rates](http://budget.berkeley.edu/facilities-services-recharge-rates).

☐ 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 Community Advisor (C.A.) 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 C.A. 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).

☐ No alcohol or indoor cooking or electric grilling are allowed.

☐ Clean-Up Completed (see below).

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**Clean-Up Checklist**

☐ Floor is swept and mopped well, mop water emptied

☐ Walls and bulletin boards cleared and cleaned (including tape, pins and balloons)

☐ Bathroom cleaned (including toilet)

☐ 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