TERMS FOR USE OF FACILITY (Please read carefully)

• User affirms that any use of facility under this agreement shall be done in a manner adhering to all applicable state and federal laws.
• The proposed event is to be conducted in accordance with University rules and regulations and UCI Student Center policies and procedures.
• Objectives of solicitation must be clearly stated and the sponsoring organization identified with the articles for sale. Any records of the funds raised can be audited by Student Life & Leadership.
• The CCC reserves the right to cancel, reschedule, or relocate reservations if academic conflicts or other unforeseen events necessitate such action.
• Provisions for security must be made and verification submitted to a CCC representative.
• Any public showing of copyrighted material must be done with appropriate license.
• Conference room doors that lead to patios/outside areas CANNOT be propped and no taping of signs/posters on CCC walls, doors and tables.
• Tables, chairs, and other furniture are for indoor use only—under no circumstances should furniture be taken outside of the conference rooms, and they must be returned to its original location.
• I shall notify the staff if I need to cancel this activity within the specified timelines and I acknowledge that I may be responsible for a cancellation fee for any directly incurred expenses in accordance with the Cross-Cultural Center policies.
• I ACCEPT FULL RESPONSIBILITY FOR THIS EVENT

ADDITIONAL CHARGES (please initial)

_____ Org/Dept are responsible for set-up and clean up of facility.
_____ Damage and/or extra clean-up costs will be assessed to sponsoring Org/Dept.
_____ Org/Dept will be charged for any misused, damaged, broken, or lost audio and visual equipment, aside from manufacturer defects or technical failures.
_____ Room reservations canceled or changed within 2 business days of the event will incur a $25 charge.
_____ Room reservations made within 3 business days of the event will incur a $25 charge.

By signing below, you acknowledge that you have read, understand and agree to the terms for use of facility

Authorized Signer Signature: ___________________________________________ Date: ______________________

Approved by CCC Staff: _______________________________________________ Date: ______________________
UCI CROSS-CULTURAL CENTER

ROOM RESERVATION FORM

ONLY AUTHORIZED SIGNERS ARE ELIGIBLE TO RESERVE ROOMS

CAMPUS ORGANIZATION

Campus Organization Name: ________________________________

Name of Requestor: ___________________________  Title/Position: ________________________________

Phone: ___________________________  Email: ___________________________

EVENT INFORMATION

Event Title: ___________________________________    Type of Event:_____________________________________Expected Attendance: __________

Date & Time Preference

1st Choice
Date: ___________________________  Weekly? (Y/N) Time: ____________ AM/PM to ____________  AM/PM

2nd Choice
Date: ___________________________  Weekly? (Y/N) Time: ____________ AM/PM to ____________  AM/PM

Room Preference (please rank 1st, 2nd, 3rd Choice)

Dr. White Room ____________
Max. Capacity 120
Audio Equipment?  Yes  No
Projector?  Yes  No

Ring Room ____________
Max. Capacity 80
(No AV Equipment Available)

Board Room ____________
Max Capacity 19
(No AV Equipment Available)

Event Details

Will you be presenting copyrighted materials?  Yes  No
Admissions Charge?  Yes  No
If yes, how much? ___________________________
Security Needed?  Yes  No

Will you have food?  Yes  No
If yes, is this event catered?  Yes  No
If co-sponsored, what is the name of the Co-Sponsor?

Special requests? ____________________________________________________________________________

FOR OFFICE USE ONLY

# of Hours: ___________________________  Fee: ___________________________  Date Sent to BSO: ___________________________  □ EMS  □ Confirmation

Comments: ____________________________________________________________________________________