

REQUEST/AGREEMENT
FOR FACILITY USE OF THE
BEN PARKER STUDENT CENTER

Today's Date:
Time:

ORGANIZATION or DEPT. NAME:

ORGANIZATION REPRESENTATIVE:

TITLE OF YOUR EVENT (to appear on room card):

PHONE NUMBER: FAX: E-MAIL:

DATE(S) **REQUESTED**:

TIME: FROM: TO: NUMBER OF GUESTS, MAX.:

ROOM PREFERENCE, IF ANY: (CHOOSE ONE)

Please remember that while we will do our best to reserve the room you request, we reserve the right to schedule your event into any of the available rooms for best accommodation of your event, another event, or set-up coordination. We also reserve the right to change your location for the same reasons.

ROOM SET-UP:(CHOOSE ONE) OTHER/NOTES:

EQUIPMENT NEEDED: (CHOOSE) (CHOOSE) (CHOOSE) (CHOOSE)

OTHER/MORE/NOTES:

WILL FOOD BE SERVED? (NO OR YES) ALCOHOL: (NO OR YES)

DESCRIPTION OF YOUR FUNCTION:

OTHER/COMMENTS:

HOW WOULD YOU LIKE THE CONFIRMATION RETURNED TO YOU? (CHOOSE ONE)

Your group is being given the opportunity to use the Student Center facility under the conditions listed below. If you fail to comply with these conditions, future use of the facility by your group could be denied.

Any food or beverage consumed in the Student Center must be provided by ARAMARK. Exceptions to this policy will be considered by written request only to the Director of Student Life who will in turn consider the exception in conjunction with Director of Food Service. Your exemption request must be submitted no later than 7 calendar days before the scheduled event.

Because other groups may follow your scheduled event you must:

- Pick up your trash and leave the room clean.
- Restore the furniture to the same arrangement it was in when you entered the room
- Not remove pictures from the walls, items from the room, add items from other rooms, lounges or lobby.
- Use only the room or rooms you have been scheduled to use.
- Not smoke, burn candles or incense in the rooms.
- Vacate the room at the scheduled time as others may be scheduled to follow.

You are not allowed to use tape or adhesive materials on painted surfaces, woodwork, or fabric wall; use tacks, nails, etc. to hang items without explicit prior written approval noted on this form.

If you find that you will not be using the facilities after you have received confirmation of your reservation, please call 273-3230 or 3350 and cancel your reservation no later than 24 hours in advance, or you may be charged for room set-up.

You will be responsible for any and all damages to the facility and any equipment you have requested to use, caused by misuse or abuse of the attendants for said function and will be assessed for that damage after explanation of damages and mutual agreement determining responsibility from both parties. Payment for said damages must be rectified within 30 days of written notification from the Student Life Office.

List name and address for invoicing:

SUBMITTING THIS FORM IMPLIES AGREEMENT TO ALL POLICIES AND CONDITIONS AS OUTLINED IN THIS FORM.

***Please return this form to:**

Martha Laforge: (303) 273-3350 Martha.Laforge@is.mines.edu

Or Lisa Goberis: (303)-273-3230 lgoberis@mines.edu

Or fax: (303)-273-3084

OFFICE USE ONLY:		Reservation # : _____
Date Assigned: _____		Date Completed: _____
Room Assigned: _____		Time Assigned: _____
Fees:		ISSV # or deposit # _____
Room _____		
Equipment _____		
Stage _____		
Dance Floor _____		
Other _____		
Total Due _____		Copy of Alcohol Form: Yes No
Deposit _____		Food Exception: Yes No
Balance Due _____		
		Coordinator Initials: _____