

ROOM REQUEST FORM

*** All requests must be submitted at least **2 weeks** prior to the event and there must be sufficient funds in the account at the time the room request is submitted. ***

Today's Date _____

Organization _____ SOAS Account # _____

AUTHORIZED SIGNER INFORMATION		
Name _____ <small>Printed Name</small>	Signature _____	ID # _____

Contact _____ Phone # _____
Printed Name

Email _____

Group Event/Activity _____

Estimated Attendance _____

Date(s): _____
From: _____ : _____ am / pm To: _____ : _____ am / pm (Please include set-up or takedown time if needed)

FACILITY REQUESTED *Please rank in order of preference*

1) _____ 2) _____ 3) _____

DESCRIPTION OF FACILITY NEEDED (stage, classroom, etc.)

** to request media or film projection services, please contact (734)615-0100 after your reservation has been confirmed. Additional charges may vary.

For room cancellations, you must notify rocurriculum@umich.edu within 2 business days of the scheduled event or your group will be charged the assigned fee.

Facility Reserved _____ Access Code needed _____

Date and Time _____ Rental Amount _____

plus reimbursement to the University for expenses and damage, if any, as provided below. Failure to vacate the premises on or before the above-stated termination time may result in the imposition of an additional charge at the rate of \$_____ per hour or any fraction thereof. Lessees are responsible for the conduct of the above-described event, and shall take reasonable steps to insure that University regulations, including those below, as well as city and state ordinances and statutes with respect to health, fire, safety, and other civil and criminal laws are complied with by those in attendance at the event. Failure to do so will disqualify lessee (or its nominee, agent, representative, substitute, or assigns) from future rental of any University-owned building facility unless lessee demonstrates to the satisfaction of the University that adequate measures have been or will be instituted to comply with this rule for any subsequent event. The University shall have a lien upon and may retain any and all proceeds of the event, or other funds owned by lessee, until all amounts payable by lessee under this agreement have been paid. A lessee who for any reason has unpaid rental or maintenance bills will not be allowed to rent any facility.

Rules and Regulations

1. Smoking is prohibited in University-owned buildings.
2. No food is to be consumed except in outer lobbies, and all refuse shall be deposited in the proper waste receptacles.
3. No alcoholic beverages are to be consumed within the buildings, and other drinks are allowed only if consumed in the outer lobbies, and the containers are deposited in the proper waste receptacles.
4. No pets of any kind are permitted within the buildings.
5. At least one individual representative of the Lessee shall be in attendance throughout the event. At its sole discretion, the University may require security personnel, to be provided at Lessee's expense, to include city and/or state, fire and/or police personnel.
6. The Lessee shall return the premises to the University at the conclusion of the event in the same condition as when taken, reasonable wear and tear excepted. Lessee shall be responsible for all damage to, or misappropriation of, the premises or any part thereof, including contents and furnishings of any building, and shall promptly pay and reimburse the University for any such loss or damage.
7. The Lessee will not relocate the existing room furnishings or equipment, or relocate any furnishings or equipment from rooms or spaces located in or about the assigned facility.
8. Attendance at the event shall be limited to adults, college students, or children accompanied by a parent, guardian, or responsible adult supervisor.

LESSEE
By _____
(signature and date)

THE UNIVERSITY OF MICHIGAN
By _____
(signature and date)

WITNESS
By _____
(signature and date)

***To gain access to a locked building/room, contact:
Curriculum Office, 734-763-2113, Monday-Friday, 8:00am-5:00pm
Department of Public Safety, 734-763-1131, after business hours