

Bourns Hall/WCH - Conference Room Reservation Application/Agreement
(Retain a copy of this agreement for departmental records.)

Department: _____

Date: _____

Contact Person: _____

Extension: _____

Conference Room Number	Date(s) Needed	Hours	Nature & Name of Event (Special Accommodations)	Food/Drink <input checked="" type="checkbox"/> if yes
	_____ thru _____	all day 8-5 <input type="checkbox"/> [] to []		<input type="checkbox"/>
	_____ thru _____	all day 8-5 <input type="checkbox"/> [] to []		<input type="checkbox"/>

Please be aware BCOE Staff and Faculty have first priority for scheduling BCOE conference rooms. We will do our best to accommodate you and place your reservations in a timely manner.

BCOE conference rooms may NOT be used for academic courses.

Type of Event:

- Conference/Meeting
- Entertainment/Film
- Other: _____

(please describe)

Attendees:

- Campus Participants Only, No. of Guests []
- Both Campus/Public Participants, No. of Guests []

Bourns A265 - \$25/Hour Rental Fee, Effective July 1st, 2015.
WCH 205/206 - \$50/Hour Rental Fee
(Note: \$50/hour fee will not be reduced if only one of the two rooms is used.)

Facility users must provide a valid FAU before a reservation will be made.

FAU: _____

Room Condition

Each space reserved in the Bourns College of Engineering (BCOE) is to be returned in the same condition in which it was provided. Users are responsible for making all space arrangements required to meet the needs of the particular event(s). Users are to make sure adequate time is scheduled for all pre- and post- event activities. Upon completion of the event, the User must make sure the space is left in the same condition in which it was provided or in its standard configuration as set by the College. If furniture is moved in the space or removed from the space, it must be returned to its original location. If a space is not returned to the same condition in which it was provided or in its standard configuration as set by the College, then the User will be charged a reset fee.

Equipment in Bourns Hall A265 & WCH 205 & 206

The space identified as Bourns Hall A265 is supplied with a ceiling-mounted LCD projector, cables (no remote necessary), screen and white boards. The spaces in WCH identified as 205 and 206 are each equipped with a ceiling-mounted LCD projector, cables, remote, screens and white boards. Equipment must not be removed from any of these spaces or damaged in any way. A fee for the cost of replacement or repairs will be charged if any equipment and/or furniture is reported missing or any equipment and/or furniture is reported damaged in these spaces or any reserved space used for an event. All technical matters (connecting laptops/computers) to the LCD projectors are the responsibility of the event coordinator and not BCOE.

Supplies

All users must bring the supplies (e.g. white board markers, erasers, and cleanup fluids) they will be using in the space for the event. **No** supplies will be provided in any of the reserved spaces.

Bourns Hall/WCH - Conference Room Reservation Application/Agreement
Page 2 of 2

Food & Clean-up:

All materials used in an event that were not originally in the space must be removed immediately after the event has completed. This includes all trash resulting from the event together with all food and beverages served and any items used in catering the event. A special clean-up fee will be assessed by the BCOE if it is required to call Physical Plant (or any other service enterprise) to have the space returned to the same condition in which it was provided or in its standard configuration as maintained by the BCOE.

Alcohol:

All users of these spaces are responsible for assuring there are no violations of applicable State and University rules and regulations addressing the service and/or sale of alcoholic beverages.

Conditions of Use:

1. Any activity conducted in these spaces will be in accordance with all pertinent University regulations and policies, as well as any applicable Federal, State and local statutes.
2. All activities conducted in these spaces will be supervised by and the responsibility of the sponsoring department.
3. Each space used must be cleaned after being used or a clean-up fee will be assessed to the department that reserved the space.
4. Each space used must be returned in the same condition in which it was provided or in its standard configuration as set by the College.

5. Any user borrowing a key agrees to return it within a half-hour of the event ending. The key may only be returned on the next business day if the event is completed during the weekend or after normal business hours (Mon- Fri, 8am-5pm).

Initial:

6. Each user and/or organization using these spaces assumes full responsibility for any damage to building/room furnishings, equipment or facilities.
7. FAU to be charged in case of damage to the building/spaces, furnishings, & equipment or if a clean-up or reset fee is assessed:

(This information is required of all users.)

8. Fees assessed in response to room condition or trash overflow will not be reimbursed by the BCOE Dean's office.

Signature of Department Head or FAO

Phone Number (Extension)

Date

Printed Name of Department Head or FAO

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Bourns College of Engineering
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