



OFFICE USE ONLY

Confirmation #

\*Please note room reservations are made on a semester by semester basis

If you request a room in advance of the start of the semester in which you are scheduling, we reserve the right to reassign your space based on campus course schedule changes.

<u>"For profit"/Private Organization Rates:</u>	<u>Government/Non-profit* Organization:</u>	<u>Food on Campus:</u>
Classroom/Conference Room: \$20/hr or \$150/day max	If admission fee is charged for event: 75% of "for profit" room rental charges; full rate for other services	If served from an outside source, there will be an additional charge for cleanup:
Videoconference Room: \$50/hr		Less than 30 people: \$25 additional
Computer lab: \$55/hr + \$50 additional flat charge	If no admission fee is charged for event: 50% of "for profit" room rental charges; full rate for other services	More than 30 people: \$50 additional
	*Non-profit organizations are required to furnish their tax ID as proof of non-profit status.	

1. Brief Description/Title of Event:

2. Group/Organization Name:

3. Contact Name:

4. E-mail Address:

5. Billing/Mailing Address:

6. Phone Number:

7. Type of Function:

- Campus (student, staff, or faculty) group activity
- Non-profit organization (tax ID # \_\_\_\_\_)
- Individual, commercial or private organization

8. Expected attendance:

9. Admission fee charged for event? YES  NO

10. Will food be served? YES  NO

11. Requested Building/Room:

- Standard Classroom
- Video Conference Room
- Computer Classroom/Lab
- Conference/Meeting Room

12. Day(s) of Event:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday (*Saturdays not available in summer semesters*)

13. Date(s) of Meeting:

Recurring Event?

*\*event can only be scheduled for one semester at a time*

14. Time of Event:

Start: \_\_\_\_\_  AM  PM  
 End: \_\_\_\_\_  AM  PM

15. Special Needs/Set-up:

**\*If special set up is requested, a diagram must be attached to this form for the request to be considered. \$25/room additional charge if room rearranging is required.**

**16. Audio/Visual Equipment Needs:** Arrangements for A/V equipment are the responsibility of the person(s) requesting the room. If A/V equipment is needed beyond what is offered in the space rented, you may contact our campus library (745-9740) to inquire about equipment loans.

**17. Software needs:** Request for software installation must be received a minimum of a 10 day advance. Software must be provided by renter. *Fee for software installation is \$60/hour & will be arranged by the campus technology department (745-9764).*

**18. Wi-Fi Service:** Public Wi-Fi is available but has bandwidth limitations applied.

**By applying for an Event/Room Request, the applicant agrees to:**

1. Leave the facility as they find it, or pay for clean-up/furniture reset/repair of damage and vandalism.
2. Hold Matanuska-Susitna College and the University of Alaska, its employees, officers, agents and Board of Regents harmless in case of unavailability of the facilities.
3. Indemnify, defend and hold harmless MSC/UAA, its employees, officers, agent and Board of Regents, against any claims of injury to person, or property damage resulting directly or indirectly from any accident, occurring in, upon or about the premises of MSC/UAA as the result of the acts, errors, or omissions of the above named group or organization or arising in connection with their operations, use or occupancy of the premises.
4. Hold MSC/UAA, its employees, officers, agents and Board of Regents harmless and waive all claims on account of any loss, damage, or injury to the person or property of the above named group or organization.
5. All other terms and conditions of use as specially stated on the Event/Room Request and as included in the UAA Facilities Use Policy.

Yes, I certify that I am an authorized representative of the above named organization. I further certify that I have read and understand all the terms and conditions of MSC facilities use as outlined in the UAA Facilities Use Policy. I agree to abide by all terms, condition, rules and regulations; and I understand that I may be held responsible for any additional charges incurred.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please note:** This is a room request ONLY. The Director's office will need to confirm availability of space.

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You will receive a confirmation number when event is approved.  
For more information call 745-9726 or e-mail Shira Crowell: [sacrowell@alaska.edu](mailto:sacrowell@alaska.edu)