

University Apartments Community Room & Jasper Park Reservation Application

Date of Function: _____ Beginning Time: _____ Ending Time: _____

Contract Holder Name: _____ Apartment #: _____

Email: _____ Phone #: _____ Number of Guests Attending: _____

Indoors:

___ Gateway Community Center – Maximum 100
8 a.m. – 12 midnight
Monday – Thursday – No Fee
Friday – Sunday – \$25 Fee

___ Colorado Community Center – Maximum 30
8 a.m. – 12 midnight
Monday – Thursday – No Fee
Friday – Sunday – \$25 Fee

___ Brackenridge Community Center – Maximum 40
8 a.m. – 12 midnight
Friday – Sunday – \$25 Fee

Outdoors:

___ Jasper Park – Maximum 30
10 a.m. – 10 p.m.
No Fee

1. Is this event organized by an outside organization? YES NO

2. List event details: _____

3. Will outside vendors be used? YES NO If YES, provide required documentation

4. Will you assure no sales will take place at this event? YES NO

5. Will alcohol be served? YES NO If YES, complete & sign the Alcohol Beverages Request Form below:

REQUEST FOR USE OF ALCOHOLIC BEVERAGES IN THE UNIVERSITY COMMUNITY CENTERS

List Type and Amount of Alcoholic Beverage:

This request for use of alcoholic beverages in the University Apartments Community Building, located in University Apartments complex, is made with the understanding that no alcoholic beverage will be sold or dispensed for remuneration in or on the premises of the Community Building. It is further understood that all State and Local Laws, as well as Regents and University Regulations, regarding the possession and use if agreement will be made known and understood by those in attendance by the authorized representative whose signature appears below. In addition, the authorized representative agrees to:

1. Monitor the alcoholic consumption of those in attendance and will restrict consumption of those approaching intoxication,
2. Provide alternative beverage and food, and will provide transportation to those who are intoxicated and driving,
and
3. Monitor security and notify UT police immediately in the event of any disturbance that occurs during the function with guests in on around the Community Building.

I HAVE BEEN INFORMED OF THE ALCOHOL CONSUMPTION POLICY.

Contract Holder Signature

UTEID

Date

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If you find the Community Center in need of cleanup or repairs, please **IMMEDIATELY** call the On-call CA 512-496-2803.

I UNDERSTAND THAT I MUST ABIDE BY THE FOLLOWING PROVISIONS: (READ AND INITIAL)

___ I, as the student contract holder, am solely responsible for the event, the collection and return of the keys.

___ Requests with less than two business days' notice may not provide the office sufficient time for approval.

___ Keys for a Community Room must be picked up by me **before 4 pm on the day of the event**. If the event falls on a week-end/holiday, I will pick up the keys on **the last business day before 4 p.m.** If I fail to pick up the keys, staff may not open the building for me. **Reservations are for ONE day only - ONCE per month.**

___ If the event date occurs during a holiday when the University Apartments Office is closed for an extended period of time I must contact the On-call CA/CC in advance of the approved reservation start time to schedule a time with the On-call CA/CC to receive the community room key, no more than 24 hours before the approved reservation start time.

___ I will be charged to change the locks on all doors if I fail to return the keys by the day after my event. Keys are to be returned to the University Apartments Office **no later than 10 a.m. the following day** to avoid a re-key charge. Keys may be returned to the drop box located outside the office if it is after hours or a holiday.

___ Guest parking is limited/restricted to designated areas only. Cars will be towed if improperly parked.

___ I am responsible for any disruptive activities or damage caused by myself or my guests. The University is not responsible for loss or damages to you or your guest's personal property.

___ University Apartments Community Rooms and Jasper Park may only be reserved by student residents. Student and Outside Organizations are prohibited from requesting reservations. Events will be reviewed by the Apartment Coordinator or Associate Director. Outdoor event requests will require an in-person meeting.

___ All events must be in compliance with University rules and policies. Outside organization events are not permitted at University Apartments. I assure no outside organizations will invite, contribute, plan, fund, or solicit for this event.

___ Participants may not solicit for any non-UT business, organization or service. No University logos or trademarks may be used without permission of the Office of Trademarks and Licensing.

___ Use of any off campus vendors requires that you provide a Certificate of Liability Insurance for a minimum of \$1,000,000 to the Associate Director of University Apartments at least 7 days prior to the event date. The University must be named as a Certificate Holder on the Certificate of Liability Insurance form.

___ Any stages provided by off-campus vendors must be inspected and signed off by a Structural Engineer who is licensed by the State of Texas.

___ Public consumption of alcohol is not permitted. Amplified sound is only available in designated areas and at certain times.

___ The area must be left in clean condition. If it is necessary for University staff to do any cleanup or repair any damages, you will be charged for this service.

___ Failure to comply with any of these rules can result in loss of privileges to reserve the community rooms.

Required Cleaning for Community Rooms:

- ✓ Take out all trash to dumpsters.
- ✓ Wipe all spills, pick up debris on floors/tables/furniture/counter-tops, sweep and mop the main room, restroom(s) & kitchen area.
- ✓ Return furniture to its original location.
- ✓ Clean kitchen appliances and discard any unused food items.
- ✓ Do not forget the restrooms!
- ✓ Close the windows, turn off all lights, and lock all door.

Contract Holder Signature

Resident UTEID

Date

Staff Signature

Apartment Coordinator – University Apartments

On-Call CA/CC: _____ Date Bldg/Rm checked: _____ Time: _____ 28/26/86 Metal chairs counted: _____

Condition of Bldg/Rm: _____