CBEC Room Use Agreement

Occupant or Event Organizer(s): ____________________________

Org: ____________________________

Requested room(s): ________________

Date and time of the event: ________________

*Fee: (Please refer to the CBEC Room Reservation Policy) ________________

Description of event:

The occupant/event organizer agrees to the following:

- The moving of any and all furniture must be first approved by the building coordinators. The castors on tables in all rooms must be unlocked prior to being moved so as to not damage the floor finish.
- The room must be returned to its original condition following the event. This includes:
  - Removing all trash from the premises
  - Returning all furniture to the original locations immediately following the event
  - Turning off the projector if used
  - Sweeping and/or mopping the floors to remove any food items
- Any damages to the furniture, floors, audio/visual equipment, or walls will be billed to the organizational unit of the occupant.
- Being available to accept all shipments of supplies, furniture, etc, for said event
Event Organizer name: ______________________________

Event Organizer signature: ____________________________

Date: _____________________________________________