

**UNIVERSITY STUDENT APARTMENTS (USA)
Community Center Reservations**

1. Only USA residents may make reservations, and only for activities in which they are personally involved.
2. The Community Centers (Center/s) are available Monday through Friday from 6:00 p.m. until 11:00 p.m. and Saturday and Sunday from 8:00 a.m. until 11:00 p.m. All activities must end by 11:00 p.m. unless prior approval is given from Resident Council.
3. New reservations or time changes in existing reservations must be received by Friday at 3:00 p.m. for the following Monday through Sunday. Residents can make up to two reservations per month. Consistent use on a daily or weekly basis must be approved by Resident Council.
4. A maximum of 50 people are allowed in a Center at one time.
5. All non-resident guests must park in visitor designated parking. Parking is enforced twenty-four (24) hours a day, seven (7) days a week.
6. Driving in the courts is NOT allowed at any time. All activities must be confined to the Center. Neighboring court playgrounds, basketball courts, etc. may be used only by the residents living in those courts.
7. Utah Law and University Policy prohibits smoking and/or the consumption of any alcoholic beverages on the premises. Violation of this policy will result in suspension of future use of the Centers.
8. Open flames are not permitted inside the Centers. This includes but is not limited to birthday candles, decorative candles, incense etc. _____ (initial here)
9. Upon arrival, you will be asked to complete and sign a condition report documenting any pre-existing damages or uncleanliness. After your event, you must clean the Center and put away all equipment and supplies. If it is necessary for USA staff to clean the Center, put away tables, chairs or other equipment, or repair damages, your rental account will be charged for all material and labor costs as determined by USA. _____ (initial here)
10. USA staff will open the door so you can enter the Center. It is your responsibility to maintain access to the Center throughout your activity. Please do not unlock any of the Center's doors. You should make sure that there is someone in the Center during your entire activity so that you do not get locked out. In the event you are locked out, you must contact Campus Police (801-585-2677) to open the Center. Your rental account will be charged \$6.00 for this service. _____ (initial here)
11. You must be at the Center at the precise starting time that you have listed below*. If you do not appear at this time, you will be charged a \$6.00 no-show fee. Cancellation of a reservation must be made at least 24 hours in advance, or before 3:00 p.m. on Friday if the reservation falls on the weekend. Failure to provide appropriate notice or to not show up will result in a \$6.00 cancellation/no-show fee being charged to the resident's rental account. _____(initial here)

**BY SIGNING THIS PAPER, I ACKNOWLEDGE THAT I HAVE READ,
UNDERSTAND AND AGREE TO THE RULES ABOVE.**

Name: _____ Phone: _____ Apt. #: _____
(Please Print)

Description of Event: _____ # of People Expected: _____

Date Requested: _____ Day of Event: SU M T W TH F SA

Center Requested: East _____ West _____ *Time Requested: _____ AM _____ AM
PM _____ PM

Resident Signature

Date

USA Representative