

MAUDE FIFE ROOM CONTRACT

The English Department is pleased to offer use of the Maude Fife Room for your event. We do require, however, that absolutely **no food or beverages be brought into the Fife Room**. There are no exceptions to this rule. **Your use of the Fife Room will be confirmed when we receive this contract and your payment.** We also ask that you carefully review and complete the attached user's form and checklist before and after your event to ensure that the room is kept in good condition so that we may continue offering it to other groups. Please return the user's form to the English Department office, 322 Wheeler Hall, when returning the key (and equipment you may have borrowed). Users of the Fife Room who do not leave it in good condition will be banned from further use. Thank you for your cooperation.

User fee: ___Up to four hours \$300 ___Full day \$500 (8:00 a.m. to 10:00 p.m.)
___ Lounge 330 Wheeler \$200 (available only in conjunction with Fife room bookings between 4 p.m. and 10:00 p.m. only)

Date of event: _____ Time of Event: _____

Type of event: ___Lecture ___Poetry Reading ___Conference ___Workshop ___Other

Speaker/Title of Presentation: _____

Contact person: _____ Phone: _____

FAX: _____ E-Mail: _____

Organization: _____

Mailing address: _____

How are you paying your user fee?

___Off campus check made out to UC Regents

___On campus Journal Entry (please enter your chartstring for English Dept. use)

56310 - _____ - _____ - _____ - _____ - _____
Account Fund Org code Program Sub-Prog Project code Flex field

User Signature _____ Date _____

English Dept. Approval Signature _____ Date _____

- 1) Return this form by fax or email to Mary Melinn
(mmelinn@berkeley.edu) FAX # 642-8738
- 2) Send check to: Accounting Office, English Department
Address: English Dept. 322 Wheeler Hall #1030, Berkeley, CA 94720
- 3) Please be sure to check out a key to the room from the English department office, 322 Wheeler, open M-F between 9-12 p.m. and 1-4 p.m.
- 4) Full refunds will be made to users who cancel within five (5) working days of the scheduled event. All other cancellations will be billed in full.

