Maude Fife Room Contract

The English Department is pleased to offer use of the Maude Fife Room for your event. **Absolutely no food or beverages are allowed inside the Maude Fife Room.** Please fill in this form completely. **You'll receive an email confirmation once the chair approves the form & we receive 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. Please return the form to the English Department, 322 Wheeler Hall, when returning the key (and equipment you may have borrowed). **Users of the Room who do not leave it in good condition will be charged an additional $100 and future requests will be denied**. Furthermore, if you have an event that **requires additional charges from Facilities Services**, **you will be charged** the amount charged by Facilities Services.

Event Date: _____ **Start time** (include setup)**:** _____ **End time** (include cleanup): _____

Contact person: _____ **Phone:** _____

Email: _____ **Organization:** _____

Title and Description of Event: _____

_____

_____

Type of Event:

- ◉ Lecture
- ○ Poetry Reading
- ○ Conference

Saturday or Sunday Events:

_____ Time to open Wheeler

_____ Time to close Wheeler

How will you pay the user fee?

- ○ Off campus check made out to UC Regents
- ◉ On campus journal entry (please enter your chartstring)

User Fees:

- ◉ $500 Up to 4 Hours
- ○ $900 Full Day (8am to 10pm)
- ☐ $200 Lounge Rm 330 (Mon-Fri after 4pm)
- ☐ $200 Lounge Rm 330 (Sat-Sun 1-4 hours)
- ☐ $400 Lounge Rm 330 (Sat-Sun >4 hours)

Chartstring:

56310 - _____ - _____ - _____ - _____ - _____

Account | Fund | Org Code | Prog | Chartfield 1 | Chartfield 2

Total Amount:

_____

Cancellation Policy

Full refunds will be made to users who cancel within five (5) business days of the scheduled event. All other cancellations, including no-shows, will be billed in full.

User Signature: _____ **Date:** _____

English Dept. Approval: _____ **Date:** _____

1. Return this form by email to g.deguzman@berkeley.edu.
2. WHEN CONTRACT IS APPROVED send check to: Administrative Officer, English Department, 322 Wheeler Hall MC #1030 Berkeley, CA 94720.
3. Please be sure to check out a key to the room from the English Department Office in 322 Wheeler, open Monday through Thursday (excluding holidays) between 10am-12pm and 1pm-4pm.

At the end of your event:

- ☐ **Turn off the A/V system.**
- ☐ Leave the microphones and other loaned equipment on the large table.
- ☐ Turn off the podium lights.
- ☐ Close all the windows.
- ☐ Return the audience chairs to their rows.
- ☐ Turn off all the ceiling lights and table lamp.
- ☐ Make sure the two door stops are inside the room.
- ☐ Bring the marquee stands inside the room.
- ☐ **Make sure both doors are FULLY SHUT AND LOCKED.**
- ☐ **Return the room key to 322 Wheeler or the Key Drop Box.** The Key Drop Box is located on the door to the left of the main office door, below the shelf and behind the piece of paper.