

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:** _____

Description of Event: _____

<u>Type of Event:</u>	<u>Saturday or Sunday Events:</u>	<u>How will you pay the user fee?</u>
Lecture	_____ Time to open Wheeler	Off campus check made out to UC Regents
Poetry Reading		
Conference	_____ Time to close Wheeler	On campus journal entry (please enter your chartstring)

<u>User Fee:</u>	<u>Chartstring</u>
\$500 Up to 4 Hours	56310 - _____ - _____ - _____ - _____ - _____
\$800 Full Day (8am to 10pm)	Account Fund Org Code Prog Chartfield 1 Chartfield 2
\$200 Lounge Rm 330 (available after 4pm)	
	<u>Total Amount:</u>

User Signature: _____ **Date:** _____

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

1. Return this form by fax (510-642-8738) or 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 Friday (excluding holidays) between 10am-12pm and 1pm-4pm.