

WEDGE LOUNGE 1, PINE GROVE & UNIVERSITY VILLAGE WEST COMMUNITY CENTER RESERVATION FORM

Wedge Lounge 1 Resident Director: Kyle Beaman E-mail: ktbeaman@svsu.edu Phone 989-964-7050	Pine Grove 7800 Resident Director: Jamie Ouye E-mail: jjouye@svsu.edu Phone: 989-964-2290	University Village 450 Resident Director: Kori Burlager E-mail: klmolter@svsu.edu Phone: 989-964-4945
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To fill out form and save fillable PDF, applicant must have Adobe Reader (free download). Otherwise print and return.

Date of Application: _____ Location Requested: _____

Name of Organization: _____

Name of person filing request*: _____

Position within organization: _____

Phone: _____ E-Mail: _____

Date Requested: _____ Type of activity: _____

Time enter bldg./lounge: _____ Time exit bldg./lounge: _____

Supervisor of activity: _____ Phone: _____

Expected # of participants: _____ Will food/beverages be served? **YES**___ **NO**___

**Must be present at event and assume responsibility for centers/lounge use.*

Please sign the applicable usage agreement form attached and turn in with first page.

Organization must be checked out with a Resident Assistant before leaving building.

The undersigned and on behalf of the above named group, does hereby agree to protect, indemnify, save and keep harmless Saginaw Valley State University from any and all loss, cost, damage, or expense, arising from any accident or other occurrence on or about said premises during use as identified above.

I do hereby certify, in representation of the above named group, that I have received a copy of the rules and regulations regarding use of Wedge Lounge 1 or Community Center(s) and that I have read and will observe all rules and regulations of the space.

Applicant's signatures _____
Date

Approved: _____
Resident Director Signature _____
Date

Application must be submitted ONE week prior to requested date
*Please return form to the Resident Director of the Center you are requesting or the
Office of Residential Life, C114*

Wedge Lounge 1 Usage Form

(To be completed by applicant)

PAGE NOT APPLICABLE IF REQUESTING PINE GROVE OR UNIVERSITY VILLAGE!

Upon reservation of Wedge Lounge 1, the following expectations are completed before departing the lounge:

- a. Trash removed to the dumpster
- b. Leaving facility in a clear and orderly fashion
- c. Furniture restored to original locations

I assume full responsibility for the wedge lounge usage and will leave it in the same condition as when entered.

Applicant's signature

Wedge Lounge 1 Reservation Rules

All groups reserving Wedge Lounge 1 must observe the following rules:

1. Positively **NO** alcoholic beverages are allowed in the lounge.
2. Charges will apply for circumstances such as damages to windows, walls, ceiling tiles, tables, chairs, carpet cleaning or excessive uncleanliness.
3. No signs should be stapled or attached to the lounge unless approved by the Resident Director.
4. All fire regulations for the lounge must be observed including:
 - a. Keeping exits clear at all times
 - b. No smoking
 - c. Room capacity/maximum occupancies
 - d. No open flame, burning candle or candles
5. Report damages or abnormal conditions to Resident Director prior to your usage.
6. All participants in any event in the lounge must follow all University and Housing/Residential Life policies
7. Participants are responsible for missing and damaged items.

Saginaw Valley State University (SVSU) reserves the right to conclude any event that disrupts the residential population living around Wedge Lounge 1. Possible reasons for conclusion of an event include: excessive noise, violation of any terms stated above or violation of any SVSU campus policies. SVSU also reserves the right to shut down an event for reasons not stated in this publication.

If you have any questions, please do not hesitate to contact the Resident Director

Wedge Lounge 1 Resident Director: Ashley Watters E-mail: awatters@svsu.edu Phone 989-964-7050
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Community Center Usage Form

(To be completed by applicant)

PAGE NOT APPLICABLE IF REQUESTING WEDGE LOUNGE 1

Kitchen use: YES** ___ NO___ Grill use: YES___ NO___

Upon reservation of Community Center(s) kitchen and/or grill, the following expectations are completed before departing the Center(s):

- d. Trash removed to the dumpster
- e. Leaving facility in a clear and orderly fashion
- f. Properly operating any equipment, and using it for intended purposes only
- g. Windows shut and blinds closed
- h. Chairs and tables stacked/folded
- i. Living room furniture restored to original locations
- j. Floor vacuumed
- k. Television turned off

I assume full responsibility for the community center usage and will leave it in the same condition as when entered.

Applicant's signature

****Kitchen and Grill Usage Form**

(Only to be completed if usage of the kitchen or grill is being requested)

Equipment Usage Requested: (please check)

Microwave ___ Oven ___ Stove ___ Refrigerator ___ Grill ___

Upon reservation of Community Center(s) kitchen and/or grill, the following expectations are completed before departing the Center(s):

- a. Stove wiped down
- b. Trash removed to the dumpster
- c. Counters wiped down
- d. Floor swept and mopped
- e. Sink rinsed out
- f. All leftovers removed
- g. Nothing left in refrigerator
- h. Floor vacuumed
- i. Grill cleaned and gas turned off

I assume full responsibility for the kitchen and/or grill usage and will leave it in the same condition as when entered.

Applicant's signature

Community Center Reservation Rules

PAGE NOT APPLICABLE IF REQUESTING WEDGE LOUNGE 1

All groups reserving the Community Center must observe the following rules:

1. Positively **NO** alcoholic beverages are allowed in the community centers and wedge lounge.
2. Charges will apply for circumstances such as the re-leveling of the UVW pool table, damages to ping pong table, damages to windows, bathroom fixtures, walls, ceiling tiles, appliances, lights, carpet cleaning or excessive uncleanliness.
3. No signs should be stapled or attached to the Community Center unless approved by Resident Director of complex.
4. All fire regulations for the Community Center must be observed including:
 - a. Keeping exits clear at all times
 - b. No smoking
 - c. Room capacity/maximum occupancies
 - d. No open flame, burning candle or candles
5. Report damages or abnormal conditions to Resident Director prior to your usage.
6. The pool table in UVW Community Center is **NOT** to be moved.
7. The ping pong tables are only to be moved by authorized personnel.
8. All participants in any event in the Community Center must follow all University and Housing/Residential Life policies
9. Participants are responsible for missing and damaged items.

Saginaw Valley State University (SVSU) reserves the right to conclude any event that disrupts the residential population living around the Community Centers. Possible reasons for conclusion of an event include: excessive noise, violation of any terms stated above or violation of any SVSU campus policies. SVSU also reserves the right to shut down an event for reasons not stated in this publication.

If you have any questions, please do not hesitate to contact the appropriate professional staff member.

Pine Grove 7800 Resident Director: Jamie Ouye E-mail: jjouye@svsu.edu Phone: 989-964-2290		University Village 450 Resident Director: Kori Burlager E-mail: klmolter@svsu.edu Phone: 989-964-4945
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