



**RESERVATION FORM**

**RECREATION BUILDING (BUILDING 317)**

Activity: \_\_\_\_\_

Date: \_\_\_\_\_ Start and End Time: \_\_\_\_\_

Department/Group: \_\_\_\_\_ Number of People: \_\_\_\_\_

Host/Person in Charge (please print): \_\_\_\_\_

Life Number: \_\_\_\_\_ Telephone: \_\_\_\_\_ Bldg. Number: \_\_\_\_\_

Please circle room(s) to be reserved:    **MAIN HALL**        **LOUNGE**        **KITCHEN**

Number of Tables Needed: \_\_\_\_\_ Number of Chairs Needed: \_\_\_\_\_

Will alcohol be served?    **Yes**    **No**        (If yes, see **Alcohol Information** below.)

- ❖ **Alcohol Information:** If there are to be any alcoholic beverages served, the person-in-charge must complete the BSA/BNL Request Form "Serving Alcohol at After Hours Functions."
- ❖ **Closing Information:** The Party/Activity Committee must establish a definite closing time no later than 1:00 a.m.
- ❖ **Equipment Available:** Refrigerator, stove, microwave oven, kitchen table and four chairs, coffee maker, stereo system with CD changer and dual cassette, color television, VCR, small portable bar, tables and chairs to seat approximately 80 people, an old piano, outdoor grills, and an ice maker to accommodate small parties (large groups will have to bring additional ice).
- ❖ **Equipment Not Provided:** Glasses, pitchers, dishes, utensils, serving bowls, or paper products.
- ❖ **Note:** Large parties over 30 people may require an attendant at a charge of \$10 per hour on days other than Tuesday, Wednesday, or Thursday.

*All questions should be directed to:  
Christine Carter, Extension 2873*

### **Responsibilities of the Party Committee**

- Arrange tables and chairs as desired
- Dispose of all leftover food and drink (nothing should be left in refrigerator)
- All garbage should be taken to outside receptacle
- Clean up bulk of party debris
- Remove all personal belongings and equipment from building
- Leave all provided equipment in building
- Return all furniture to proper location with assistance of the attendant

### **Responsibilities of the BERA Attendant**

- Unlock the building
- Make all equipment available and explain use, if necessary
- Perform minor custodial duties as time permits, i.e., empty waste receptacle, etc.
- At the conclusion of the party/activity, assist the clean up committee and help return the furniture and building to normal condition
- Lock building (The attendant will be the last one to leave the building unless otherwise approved.)

**NOTE:** Any theft, misuse, or unusual breakage of building equipment will be the responsibility of the person in charge. In addition, this person must assume full responsibility in assuring that party guests will strictly adhere to building procedures and established time schedule (see closing information above).