

Residential and Student Services Programs/Office of Student Development
UNIVERSITY VILLAGE ALBANY FAMILY HOUSING

CROSSROADS USE AGREEMENT

*Weekday evening and weekends when Village Office is closed
6 p.m. – 12 a.m. weekdays / 9 a.m. – 12 a.m. Saturday and Sunday*

I am the legal lessee of the apartment listed below in University Village. In consideration for my use of the Crossroads Room, I agree to the following terms and conditions:

1. I understand that I will be billed on my next month's CARS account for any cleaning, repairs or damage charges incurred as a result of my use of the room.
2. ***I understand that my reservation time includes set up and clean up time.*** I agree that I will be present during the entire event. I will be held responsible for the actions of my children and guests, and liable for all damages caused by them. I will keep the noise level reasonable.
3. I will immediately report a disorder or dirty room to the Resident Advisor on duty **(510) 224-8298** before I use it.
4. I am responsible for leaving the rooms clean including: the main Crossroads Room, the kitchen, halls, and restroom. The tabletops, counters, sink, and refrigerator should be cleaned with a sponge and cleanser as needed. All furniture should be moved back to its original arrangement, chairs stacked, and the room left free of food and trash. I am also responsible for cleaning the grounds outside the Crossroads Room. This includes the BBQ pit, picnic area and any trash left behind by my guest.
5. The wood laminate floor in the Crossroads Room should be cleaned with a wet mop only. The tile kitchen and hall floor should be cleaned with a mop and general cleaning soaps like Lysol™. We will attempt to keep cleaning supplies on hand for renter's use, but cannot guarantee they will be there.
6. I understand the Fire Marshall maximum occupancy of the Crossroads room is **35 people**. Please notify the Village Office (if open) or a Resident Advisor or Maintenance Worker of any unsafe or hazardous conditions immediately.
7. I agree to remove all trash and understand that I will be charged if trash is not removed. Bags of trash should be placed in any of the Village metal trash bins. I agree to remove all personal belongings, decorations, and understand that I cannot return later to clean up after my reservation time has ended.
8. A mop, bucket, and broom are usually provided in the tall kitchen cabinet or in the restroom; trash bags under the sink are for renter's use. If any of these items are missing, I understand I am still responsible for total clean up. (Please inform the Front Office if these items are missing.) We suggest you take a sponge and cleanser with you for clean up.
9. The lawn in front of the Crossroads room, as well as the grill and picnic table located there, are available for my use. I agree to scrub and clean the grill thoroughly and to leave the table and lawn in good order. **Jumpers may be used on the lawn, but a generator is required.**
10. I agree to have someone stay with my belongings if I wish to leave the room for any period of time and lock the door. Repeated opening of the door by staff will result in me being charged multiple reentry fees.
11. I will read the University of California policies pertaining to the use of alcoholic beverages on UC premises and obtain authorization at least **seven days before my event** if I choose to serve alcohol.
12. I agree to contact the on duty Resident Advisor to check the room after my use.

Thanks for keeping our room enjoyable for all.

Today's date: _____

Phone number: _____

Person taking reservation: _____

Reservation Date: _____

Resident's name: _____

Reservation Time: _____

Address: Bldg. # _____ Apt. # _____

Resident's Signature: _____

*The Computer Consultant or Resident Advisor on duty will open the door for you. **You will not be issued a key.***

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