



UNIVERSITY OF CALIFORNIA CENTER, FRESNO

550 E. SHAW AVENUE, FRESNO, CA. 93710

CALL 559/241-7400 FAX: 559/241-6554

Room Reservation Form must be completed before reservation is accepted.

Days of the week: Monday [] Tuesday [] Wednesday [] Thursday [] Friday []

Form with fields: Starting Date of event, Ending Date of event, Start Time of Set-Up, Actual End Time of Event, Actual Start Time of Event, End Time of Clean-Up, Additional Dates, No. of Attendees, Room requesting (If available), Group/Organization, Name of Event/Meeting/Class, Instructor/Presenter, Contact Person, Billing Address, Phone No., FAX No., Open to Public, Fee for Admission, If yes, for what purpose will proceeds be used?, Organization Type.

ALL ROOM SET-UPS AND NUMBER OF ATTENDEES MUST BE FINALIZED ONE WEEK PRIOR TO EVENT

**ALL UC OFFICES MUST PROVIDE:

RECHARGE: Location Account Fund Sub Object

EQUIPMENT IS PROVIDED BASED ON AVAILABILITY:

Indicate QUANTITY of Equipment Needed

Easel Podium w/Microphone Writing Board Overhead Projector Screen TV/VCR LCD Projector Other:

ROOM CONFIGURATIONS:

Selection must be CIRCLED and INITIALED on attached form. If you have questions, please call.

CATERING: Please Provide Name of Caterer: Time Expected: This will assist us in directing the caterer to the correct conference room for your event

STATEMENT OF INFORMATION

The undersigned, acting as an authorized agent of states that the organization will be responsible for use fees (if any) and any damage sustained to the premises, furniture, or equipment because of our occupancy of said premises. The organization agrees to abide by and enforce the rules, regulations and policies of the University of California governing the use of the premises. Said policies have been read signed, and submitted with this application by an officer of the organization making this request. It is further understood and agreed that we will defend, indemnify, and hold harmless The Regents of the University of California, its officers, agents, partners and employees from and against any claims, damages, costs, expenses, including an amount equal to reasonable attorney's fees, or liabilities arising out of or in any way connected to our use or occupancy of the above described University of California Center, Fresno facility. The undersigned further states that, to the best of his/her knowledge, the property for use of which application is hereby made will not knowingly be used for the commission of any illegal act or crime. This statement is made under penalty of perjury. A 48-hour notice of cancellation of your event is required to avoid room charges. Rooms are subject to change with prior notice. All changes to reservations must be requested no later than 48 hours before the event. Requested changes will only be accepted from the "Contact Person" listed on the Reservation Form. Changes received within 48 hours of the event will be accommodated to the extent possible.

Signature: Date: Organization/Group:

DO NOT WRITE BELOW THIS LINE

If you are mailing your payment, please enclose a copy of this form along with your check, money order or cashier's check to: Accounts receivable, UC Center, Fresno, 550 E. Shaw, Fresno, California 93710. Invoice will be mailed following date of meeting.

Please make check payable to: University of California Regents

