

Wesley House Multimedia Room Reservation Policy

General Policies

1. The scheduling of the multi-media classroom is made on a first-come, first-served basis.

Each event must be finished and cleaning completed before 10:00 pm Sunday through Thursday and 12:00 am Friday through Saturday, unless prior authorization is granted by the Community Manager of Wesley House.

2. Reserving space - In order to provide appropriate accommodations, a seven-day notice is required to schedule any of the space within the multi-media classroom. Exceptions will be approved by the Community Manager of Wesley House.

3. Cleaning – each group is responsible for removing all decorations, trash and debris (paper, supplies, equipment, etc.) from the space no later than one hour following the event. Wesley House is not responsible for items left after an event. Decorations attached to walls or pillars must be discussed in advance to ensure proper attaching methods

4. Furniture – each group is responsible for putting furniture back as it was found. Taking pictures is suggested to ensure everything is left as you found it.

5. Other requests – in the event that a need for maintenance, air conditioning, cleaning, and/or plumbing arises during the scheduled event, please see the RA on duty at (510)316-4141.

6. Audio-visual requests will be limited to the equipment available. Additional equipment will not be provided. Audio-visual technicians are not provided. Any externally contracted audio-visual equipment must have prior approval by the Community Manager of Wesley House. Requests for A/V equipment should be included on the Facility Reservation Request Form at the time it is completed. Requests made after the form is completed must be in writing to the Wesley House Community Manager or their designee. Removal of A/V equipment from the multi-media classroom for any reason is strictly forbidden.

7. Individuals or organizations showing video tapes or DVDs in the multi-media classroom must comply with all federal, state, and local copyright laws and requirements contained in public performance licenses for video tapes and DVDs. **It is important to note that video tapes/DVDs purchased or rented from local retail outlets are for home use only. It is illegal to exhibit “home use only” rented or purchased tapes beyond the scope of the “family”. All exhibiting of tapes/DVDs should be covered by public performance licenses. It is the responsibility of the individual or organization to insure that public performance licenses are obtained for any video tapes/DVDs exhibited in the multi-media classroom facilities.

8. Individuals or organizations will be responsible for any damage to, or theft of, any Wesley House property, including audio- visual equipment, tables, chairs, etc. Damages will be charged to the individual(s) or organization(s) responsible.

9. Individuals or organizations must comply with all Wesley House rules and regulations. Alcohol, drugs, fireworks, candles, and weapons are strictly forbidden from events in the multi-media classroom. Wesley House is smoke-free and smoking is prohibited in the multi-media classroom. The sponsoring group is responsible for all actions of the participants of their event. Individuals or organizations found in violation of a rule or regulation may lose the ability to reserve space.

WESLEY HOUSE MULTI-MEDIA CLASSROOM
Facility Reservation Request

The form is to be submitted Daniella Maestas, Community Manager at mgrberkeleywh@edrtrust.com .
Wesley House 2398 Bancroft Way, Berkeley, CA 94704. Telephone number: (510)848-2100, Fax
number: (510) 549-1244.

Please type or print legibly

Sponsoring Department/ Organization: _____

Contact Person: _____ Telephone: _____

Email: _____ Cell Phone: _____

Event Title: _____ Date(s) of Event: _____

Time Period Requested (includes set up/clean up): _____ AM/PM to _____ AM/PM

Event begins: _____ AM/PM Event ends: _____ AM/PM Estimated Attendance: _____

A/V Requests: Video Projector VCR/DVD

Room Set Up: Multi-Media Room College Lounge

Will there be any sound amplification? Yes No

If yes, please explain in detail:

Will admission or registration fee be charged? Yes No If yes, how much? _____

Will any sponsor banners or promotional materials be displayed and/or distributed? Yes No

If yes, please explain in detail: _____

Group is primarily composed of:

_____ UCB undergraduate students

_____ UCB graduate students

_____ UCB faculty/staff

_____ Other

Note: No alcoholic beverages, illegal drugs, fireworks, candles, smoking, or firearms are permitted.

Signature: _____ Date: _____

Address: _____ City, State, Zip: _____