

Community Center Reservation Request Form

Today's Date: _____ Time: _____ AM PM

Group Requesting Reservation: _____

Contact Person: _____ Phone Number: _____

Boise State University Email: _____

Date(s) Requesting Reservation: _____ Time(s): _____

Community Center (Circle One): University Square Village Park

The community center will be used for: _____

Community Center Rules

- ✓ Alcoholic beverages are not allowed in or around the Community Center.
- ✓ Smoking is not permitted in or around the Community Center or anywhere on campus.
- ✓ Residents and their guests will be courteous of the neighbors and maintain an acceptable noise level while using the Community Center.
- ✓ Children will be supervised by a responsible adult at all times.
- ✓ Any furniture or fixtures belonging to the Community Center (tables, chairs, couches, etc.) used will be kept in good repair and returned to their original location.
- ✓ The room will be kept clean, carpet vacuumed, and all garbage will be removed from the premises. Arrangements should be made prior to using the Community Center if garbage bags will be needed. If the room is not cleaned immediately after the event, a cleaning charge will be assessed.
- ✓ No solicitation or selling products in the Community Center.
- ✓ You must abide by all University & University Housing policies, procedures, and regulations.
- ✓ Community Center is only available during business hours & hours agreed upon with your RD.
- ✓ Reservations will be handled on a first come, first serve basis. University Housing meetings and sponsored events take priority. Please allow 72 hours prior to the date requested to get approval. Confirmations will be emailed to the address provided.

Signature of Requestor

Date

RD Approval