



UAS Ketchikan Campus Library Facility Use Agreement

Thank you for hosting your event at the UAS Ketchikan Campus Library. We are pleased to share in this opportunity to enrich our campus and our community.

Please read, sign and return this form to finalize your reservation!

I have been contacted by Campus Library staff confirming availability of the Campus Library public areas for my event. As the UAS sponsor of this event, I agree to be responsible for:

Campus Calendar

Notifying Marianne Ledford or Gail Klein in Student Services of the date and time of my event so that an announcement will be created on the campus calendar, alerting the university community of an upcoming event.

Building/Library Access

Contacting Michael Funk in Facilities Services at 228-4533 of my event and contacting Brenda Hurley at 228-4513 to reserve the Library.

Opening and Closing Procedures

Contacting the Library staff at 228-4567 to schedule a short orientation which includes opening/closing doors, location of lights and location of emergency procedures.

Appropriate Use

Protecting UAS property from theft and damage, and ensuring that the Library and its contents are left in good order. *This may include restoring furniture to its original location and removal of excessive trash.*

Enforcement of Policies

Following all rules and regulations pertaining to the university and the Library, and intervening if necessary to keep attendees in compliance. Library policies include required supervision of children under age 12; use of beverages and food will be monitored and kept away from the computers and library materials.

Emergency procedures

In the event of an emergency, the sponsor will follow appropriate procedures for evacuation, secure the building, and notify the authorities.

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Additional Services

As the UAS sponsor of this event, I understand that I am responsible for arranging for any additional services required for my event, including:

Audiovisual Equipment and Services

Equipment for a UAS-sponsored event is provided by IT Services at 228-4532 or 228-4531. It is essential to coordinate audio and computer-related needs ahead of time to ensure network access and compatibility of components.

Chairs and Other Furniture

If your event requires additional seating or other changes to the standard configuration of the Library, contact Facilities Services at 228-4533.

I have read and will follow the procedures outlined in this agreement.

Date _____ Signature _____

Printed Name _____

Email address _____

Contact number _____

Please drop the signed Agreement off at the Library or fax it to 228-4520.