

## **UNIVERSITY VILLAGE BEICHNER COMMUNITY CENTER RESERVATION AGREEMENT**

The University Village Beichner Community Center is intended for family and extended family/friend gatherings, as well as any programs and services that are directed to the residents of the University Village Complex. The Manager reserves the right to use his/her discretion in regulating reservations.

1. All reservations for parties, receptions, and large group gatherings must be made at *least* 24 hours in advance with the University Village Manager (Office Hours, 8:00AM-3:00PM, Monday - Friday). Reservations are made on a first come, first serve basis. Reservations are not confirmed until the reservation agreement is signed and returned, and the event is posted on the Community Center Reservation Calender.
2. The person who reserves the Community Center and signs this agreement must be a Village/ Cripe St. resident or affiliated through a University of Notre Dame department. *This person must be present for the entire time of the event, and is responsible for the terms of this agreement.*
3. Residents may reserve the lounge, dining room, kitchen, main room, TV/VCR, and stereo. Other areas of the community center, including the playroom, will remain available at all times for community use.
4. On Sunday-Thursday evenings, events must end by 11:30 P.M. and guests must vacate the building by midnight. On Friday and Saturday, events must end by 12:30 A.M. and guests must vacate the building by 1:00 A.M.
5. Reservations for the community center are limited to five hours per family, per day.
6. Groups that wish to meet on a weekly basis in the Beichner Community Center (i.e., bible studies, clubs, exercise classes) must limit their reservation to two hours in length. These reservations must be renewed monthly.
7. The stereo cabinet keys, playroom cabinet keys (for crayons, markers and paper) and kitchen cabinet keys (for board games, cards, and indoor/outdoor sports equipment) are available for use during prearranging functions. Residents may check them out from the Manager during office hours, prior to their event.
8. In compliance with the University policy, no smoking is allowed inside the Beichner Community Center.
9. Under no condition may anyone remove any piece of furniture or equipment from the Community Center for personal use.
10. The host/contact person is required to clean the social space following the event

**Responsibilities Include:**

- a. **Wiping off all tables and returning them to their original position.**
  - b. **Returning furniture to its original position.**
  - c. **Vacuuming the carpet.**
  - d. **Removing all food items from the refrigerator and freezer.**
  - e. **Removing all garbage to outside dumpster and recycle bins.**
11. If the condition of the Community Center is such that cleaning and/or repairs are required, the bill will be passed on to the responsible party.
  12. Invited guests should park in the visitor-designated parking spots only. The handicapped parking space is intended for vehicles with official handicap hang tags only.

The cleanliness and condition of the Beichner Community Center is the responsibility of the residents and not the University. Discourtesy for any of the above may result in the loss of the privilege to use the community center and/or a fine. Residents should report any damages or lack of supplies to the Manager (631-9145).

**Please fill out page 2 of this agreement. Retain page 1 for your own use.**

**UNIVERSITY VILLAGE APARTMENT COMPLEX  
BEICHNER COMMUNITY CENTER RESERVATION AGREEMENT**

Description of Event: \_\_\_\_\_

Total # of Guests Expected: \_\_\_\_\_ # of Residents: \_\_\_\_\_ # of Non-Residents: \_\_\_\_\_

Rooms Requested: (circle) Lounge Dining Room Kitchen Main TV/VCR Stereo All  
(Please note that there is a possibility of more than one event to be scheduled at a time.)

Date of Gathering: \_\_\_\_\_ Time of Gathering: From \_\_\_\_\_ Till \_\_\_\_\_

Name of Host/ Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Apartment Number: \_\_\_\_\_

I have read the attached agreement and agree to abide by the provisions as set forth for the gathering to be held at the Beichner Community Center.

\_\_\_\_\_  
Host/ Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date