



# JOHN F. KENNEDY UNIVERSITY

TRANSFORMING LIVES, CHANGING THE WORLD

An Affiliate of the National University System

## Room Usage Application (NO CHARGE TO USER PARTY)

This application does NOT constitute a contract. Once an application is received and approved, a confirmation signature from the Coordinator of Conferences and Events in the Office of Business and Administration will be sent to the contact designated below.

Name \_\_\_\_\_

Organization/Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Website \_\_\_\_\_

### Billing Information

Same as above

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

### Person to contact on reserved dates

Name \_\_\_\_\_ Cell phone \_\_\_\_\_

For Office Use Only	
_____	Date Room Scheduled
_____	Room Setup Required?
_____	Date Setup Request Submitted
_____	IT Services Required?
_____	IT Setup Request Submitted
_____	Other
_____	

Please attach a copy of the organization’s mission statement or a brief summary of the type of service you provide.

**Title of your Event:** \_\_\_\_\_

Please provide the dates and times you are requesting rooms. Make sure to include set-up and clean up time. (You may attach a schedule.)

**NOTE:** Normal business hours of operation are Monday-Friday 8am-10pm, Saturday and Sunday 8am-6pm. Please be advised that JFKU does not open until 8am. *If services are needed outside of normal operating hours the reservation may be subject to additional fees.*

Date(s)	Start Time	End Time

**Number in attendance including speakers, guests, and etc.** \_\_\_\_\_

**Please check your desired classroom set-up.**

- Lecture:** Rows of tables and chairs
- Seminar:** “U” shape of tables and chair
- Audience:** Rows of chairs, no tables
- Audience “V”:** Rows of chairs, no tables, aisle in middle
- Audience Semi-circle:** Chairs only, no tables

Please describe any additional information necessary to accommodate your room set-up. Fees may apply. Please see the attached rate chart for fees.

Please check any technological support or equipment you will need. Please be advised that we do not provide office supplies. All rooms have a projection screen and a chalk board. See the attached rate sheet for information about fees for other services.

- LCD Projector
- IT instruction. This requires an advanced appointment between the hours of 11:00am-3:00pm M-Th.
- Overhead Projector
- Laptop Computer. We suggest bringing your own laptop as we have a limited number available.

## Lobby

The lobby is available for use under the following conditions:

- One (1) table with two chairs may be placed beside the east entrance to be used for informational purposes only.
- The registration of participants in the lobby is prohibited.
- Access to the vending area, stairwells, hallways, lobby desk, entrances or elevators must not be impeded.
- Food or drinks may not be distributed in the lobby.

## Restrooms

Restrooms are located on the west side of the elevators on each floor.

## Smoking

Smoking is not allowed inside JFK University's Pleasant Hill campus building. The designated smoking area is outdoors on the north side of the building. There are receptacles available.

**Refreshments**  Please check here if refreshments will be served.

- **Food:** A list of catering options approved by the University will be provided upon acceptance of the rental application. Pot-luck events are prohibited; however, non-catered foods such as coffee, tea, juice, bottled water, pastries, and brown bag lunches are approved.
- **Alcoholic Beverages:** The consumption of alcoholic beverages is strictly controlled by the University's Policy on Drugs and Alcohol. All uses of alcoholic beverages on campus must comply with this policy. The request to serve alcoholic beverages must be arranged at the time of the application for facilities use. No alcoholic beverages may be served on campus without the expressed written approval of the President or designee.
- **Refuse:** The disposal of refuse left as a result of any of the above is the responsibility of the Renter and should be deposited in the proper containers provided by the University. The refuse containers are located in the class rooms and next to the elevators/restrooms on each floor.

## Advertising

Announcements in a newspaper ad, direct mail piece, brochure, flyer, website, or other media made by the officers, agents, and employees or contractors of the Renter regarding the event for which JFK University's facilities are being rented or otherwise used:

1. Must state the following unless otherwise agreed to in writing by the University: *"This program is not affiliated with or endorsed by with John F. Kennedy University, 100 Ellinwood Way, Pleasant Hill, CA, 94523."*
2. May not use the John F. Kennedy University logo unless express written consent and the appropriate logo format are provided by the Marketing Department of JFK University.

**Posting of Signs and Decoration**

Only JFK University Building Services personnel may affix to campus facilities anything of a temporary or permanent nature which requires nails, screws, glue, paint, tape, or the like. Decorations for activities and events must be approved in advance to the Director of Facilities or a designee. Installation of such items will be supervised by JFK University Building Services personnel. Any costs for repairing damage to facilities as a result of unsupervised installation of signage, decorations and the like will be charged to the responsible party signing the agreement.

**Insurance**

A comprehensive or commercial insurance coverage must have minimum limits for each occurrence of \$1,000,000. It must have a general aggregate of \$2,000,000 in the amount of \$1,000,000 per event. The certificate of insurance must:

1. Name the 'Trustees of the National University System; John F. Kennedy University, 100 Ellinwood Way, Pleasant Hill, CA 94523' as additional insured.
2. Be submitted and approved before completion of the contract. Failure to submit the certificate of liability will be considered a cancellation of the agreement by default.

The Renter also agrees to defend, indemnify, and hold harmless JFK University, the National University System, their trustees, agents, officers, contractors, and employees from and against any and all claims, demands, suits, causes of action, or liabilities incurred by JFK University, the National University System, their trustees, officers, agents, contractors, or employees arising from the Renter's use of JFK University facilities or as a result of the Renter's acts or omissions under this contract/agreement, or any act or omission of the Renter's officers, agents, trustees, contractors or employees except as may arise from the negligence or willful misconduct of JFK University, the National University System, its trustees, officers, agents , contractors or employees.

**The preceding terms are non-negotiable.**

**By signing this application, I acknowledge that I have read and agree to the terms and conditions listed.**

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return completed form to Laura Berry, Coordinator of Conferences and Events in the Office of Business and Administration.

Phone: 925-969-3441 Email: [lberry@jfkku.edu](mailto:lberry@jfkku.edu) Fax: 925-969-3311