



USER CHECKLIST 2022-2023

Users are responsible for set-up & clean-up. Complete & return this checklist to the AACC.

Failure to fulfill the responsibilities specified on this CHECKLIST will incur a \$50 maintenance fee.

✦ **ON ARRIVAL** – Remedy any unsuitable or unusual conditions you find upon arrival and note event space conditions here.

✦ **BEFORE YOU LEAVE** – Complete the following and check when completed:

1. ___ Return room to its default configuration; chairs and tables to/from the basement.
USE ROLLING CARTS. DO NOT MOVE STACKED CHAIRS ACROSS THE FLOOR!
2. ___ Take out trash if it's full or if there's any food; replace trash can liners.
3. ___ **Thoroughly clean** tables, doorknobs & countertops with disinfectant cleanser; vacuum carpet
4. ___ Close and lock all windows; turn off lights.
5. ___ Lock doors for which you have been issued keys; exit through the main entrance.
6. ___ After hours, make sure outside doors are fully locked by pulling on both doorknobs.
 - For the automatic door, **turn the switch at the top to OFF**
 - Turn the key so both outside door handles are horizontal and unmoving.

If you cannot secure the building for any reason, call Campus Police at 217-333-1216.

KITCHEN CHECKLIST

✦ **ON ARRIVAL** – Remedy any unsuitable conditions you find upon arrival and note it here.

✦ **AFTER USING THE KITCHEN** – Do the following and check when completed.

1. ___ **Thoroughly clean & disinfect all kitchen surfaces used**, specifically:
 Floor Counters/Tables Sink Stove top Microwave Refrigerator
2. ___ Wash and put away all dishes, utensils, and store any small appliances.
3. ___ Remove all trash from the facility and into the dumpster outside.
4. ___ Replace trash can liners.
5. ___ Pick up all food particles from sink.

BY NOON TOMORROW / MONDAY – Return this signed form (AND KEYS) to the AACC.

A \$5 per-day late fee will be charged to the organization checking out keys.



I affirm that _____ (Organization/Unit) agrees to the Asian American Cultural Center's Facility Use Policies and will be responsible for any charges incurred due to neglect or misuse of the facility.



Event Organizer: (Print name.) _____ **Event attendance:** _____

Signature: _____ **Date:** _____

[OFFICE USE ONLY]	Key Ring Issued: _____
Check-Out Date: _____	ROOM(S): _____ UNIT/RSO : _____

FACILITY USE POLICIES 2022-2023

Use of the facility must be consistent with the mission of the Asian American Cultural Center and Student Affairs. Events must abide by all University rules and regulations, including COVID-19 prevention requirements & protocols. Users are responsible for the space and its contents and agree that they or their organization will pay for any damages incurred within thirty (30) days. AACC affiliate organizations are eligible to reserve space for use outside of normal business hours. The AACC reserves the right to limit the number of reservations made by one organization so that all groups may have a fair opportunity to use the space.

Users are responsible for their own set-up and clean-up. A user **CHECKLIST** must be completed and returned to the AACC after each event. If unsatisfactory conditions are encountered upon arrival, note it on the **CHECKLIST** or your organization will be accountable for those conditions.

RESERVATIONS are non-transferable. Scheduling changes must be made through the AACC.

CAPACITY: Estimated attendance should not exceed current room capacities:

Lounge & Kitchen 50 person max with Tables and Chairs/ Standing Room Only: 100 person max
Conference Room 30 person max with Tables and Chairs/ Standing Room Only: 60 person max

CLEAN-UP: Supplies such as plastic gloves, paper towels, and disinfecting cleaner are all provided for each reservable room. If the facility is left in an unsuitable condition, the organization responsible will be charged a **\$50 maintenance fee** * unless clean-up is completed promptly and to the satisfaction of AACC staff. (Property damage: **\$100 fee plus repair/replacement cost** *)

CONDUCT AND RESPONSIBILITY: Groups reserving space are accountable for the safety and behavior of their members and guests. As of 3/1/2022, face coverings are optional. Any damages or personal injuries are the responsibility of the hosting organization. In case of emergency, **safety guidelines are posted in the kitchen.**

EVENT TIMES: Events should end 30 minutes before closing so the building can be cleared and locked. Users may only occupy the space during the time reserved, so **reserve extra time** before and after the event to allow **for set-up and clean-up.** After-hours events should conclude by midnight.

KEYS: For events taking place outside of normal hours of operation, keys must be picked up during business hours the day of the event (Friday for weekend events.) Keys are issued to a designated individual who is to **return them before noon on the first business day following the event**, along with the **CHECKLIST**. Keys returned late incur a **\$5 per-day late fee.** * (Lost key replacement: **\$150/lock** *) Keys are NON-TRANSFERABLE.

FOOD/CATERED EVENTS: **Remove all garbage/trash out to the dumpster.** The AACC is not responsible for food storage and has the right to dispose of leftover items.

KITCHEN USE: Dishes and cooking utensils **must be washed and put away before leaving.** Do not leave food scraps in the kitchen sink. The **CHECKLIST** specifies kitchen clean-up responsibilities.

EQUIPMENT & RESOURCES used in conjunction with an event are to remain on the premises.

DECORATIONS are allowed, but **do not use tape, nails, or poster putty on the walls.** Do not tamper with any exhibited artwork.

CANCELLATION: Late cancellation (**less than 48 hours of an event**) or failure to use reserved space incur a **\$20 cancellation/no-show fee.** *

*** FUTURE SPACE RESERVATIONS ARE SUSPENDED UNTIL PAYMENT IS RECEIVED.**

FAILURE TO FOLLOW THESE POLICIES WILL RESULT IN CHARGES AND/OR DENIAL OF FUTURE USE.