

CNR Student Resource Center Event Reservation Form

The Student Resource Center is available to recognized CNR student groups for events related to the purpose of their organization. Individuals reserving the Student Resource Center and the signatories of the organization for which it is reserved are responsible for the observance of all University policies and campus regulations, including prohibitions on overcrowding.

Students are required to leave the SRC as they found it, ie, clean up after the event and take away all belongings. Students are also responsible for LOCKING THE DOOR upon exit of the last participant. Failure to lock the door will result in suspension of group privileges. If anything is missing from the SRC after the event, the person who signs this document will be held personally responsible. Student Groups are also required to have a sponsor present at the event; please ask the front desk for details.

Student Organization _____

Title of Event _____

Date _____

Start Time _____ End Time _____

Food/Drinks Served? _____

Contact Person _____

Contact Email _____ Contact Phone _____

Sponsor _____

I agree to the terms of the policy.

Signature* _____

Do you want:

- your event posted on the SRC calendar?
- to write up your event on the SRC dry-erase white board?
- an announcement sent through the electronic listserv?
(if yes, please email your publicity information to cnr_news@calmail.berkeley.edu in plain text; otherwise a plain flyer containing the above information will be generated by the administrator.)