



COMMONWEALTH TERRACE
COOPERATIVE STUDENT HOUSING

1250 Fifield Ave
St. Paul, MN 55108

(651) 646-7526

ctc@umnctc.org

COMMUNITY CENTER ROOM RESERVATION REQUEST AND CHECK LIST

Note: the following desired reservation requires office approval to confirm availability

Resident Information

Name: _____ Email: _____

CTC Address: _____ Phone: _____

Reservation Information - No reservations after 6pm Sunday and after 8pm Wednesday for cleaning

Date of Reservation: _____ Number of Guests: _____ Start Time _____ End Time _____

Room(s) Requested: Kitchen Playroom Meeting Room Upstairs Room
(Check all that apply)

Type of Event: _____

Be aware that your set up and clean up times are included in your reservation time. Key cards will only unlock the designated door(s) for the duration of the reservation block.

Room Usage Acknowledgement - Please check each box to acknowledge agreement and understanding of terms (required)

- Damage fees (material & labor) - \$40 and up.
- Clean all reserved areas including common areas (hallways, stairs, bathroom) - \$30 per hour cleaning fee.
- Dispose of all garbage and place new bag inside container - \$30 fee for any garbage left.
- Video Security Surveillance – 24 hour building video recording for safety and security.
- All children and guests must be supervised and inside reserved room at all times. Hallways are not for use during a reservation.
- Keys, key cards, event parking passes, & completed check list must be returned to CTC Office by the next business day.**
- \$40 fee for lost key or key card.**

I understand and agree that any cleaning charges or damage repair costs will be applied to my CTC account, and that I am responsible to pay those charges.

CTC Resident Signature

Checklist - To Be Completed at Time of Reservation	Upon Arrival	Check out
1 Vacuumed		
2 Garbage taken out		
3 Room in original order		
4 Chairs stacked		
5 If applicable, TV or AV equipment working properly		
6 Sink cleaned		
7 Damage or markings on walls		

Comments for Room Condition

CTC ROOM RESERVATION GUIDELINES

The Community Center is an extension of your home-please care for it as you would your own home.

- Be sure to report all maintenance concerns immediately. In case of maintenance emergency (non-life threatening) dial 651-646-7526, follow the prompts for a live operator. In case of EMERGENCY-(Fire, medical, safety) dial 911
- Be sure to close and lock kitchen and playroom doors after use
- All floors, counter tops, appliances and utensils must be cleaned and placed in orderly fashion
- All personal items must be removed from room and refrigerator. CTC is not responsible for any personal items left

Reservation rules and procedures: CTC management has the right to not approve reservation requests. Only organizations of CTC conducting business at CTC and CTC residents can reserve the facilities. CTC and CCCC RELATED OR SPONSORED EVENTS WILL TAKE PRIORITY IN RESERVING ALL ROOMS.

ORGANIZATIONS AND ASSOCIATIONS, EXCEPT THOSE APPROVED BY COMMONWEALTH TERRACE, ARE NOT PERMITTED TO USE THE FACILITIES. IN ADDITION, THE RESIDENT WHO MADE THE RESERVATION MUST BE PRESENT AT ALL TIMES DURING THE EVENT.

Person(s) who reserve the facilities shall be held liable until their guests have vacated the premises and the grounds of Commonwealth Terrace Co-op. If a formal complaint is submitted and/or damages, regarding disturbances or violations of this provision, the party reserving the facility shall be fined a minimum of \$100.00 and may lose the right to any future usage.

No alcoholic beverage can be sold nor may any form of monetary exchange take place, which may constitute a sale (such as donations, tickets, or admission charged).

Hours of Operations: The Community Center closes at 12:00AM, midnight. The rooms need to be cleaned and the building vacated by 12:00AM, midnight, or the end time for which the room was reserved.

Parking: Guests of event reservations can park in the Staff/Event parking on the North Side of the Community Center building, with overflow on Fifield Place in the CCCC Staff parking area. The office will provide "Community Center Event Passes," parking permits for your reservation guests' vehicles, with your room reservation keys. Please inform the office the number of Event Passes you will need in advance, then distribute accordingly to your guests when they arrive, displaying inside the vehicle on the rear-view mirror (or dashboard, if applicable). Collect the Event Passes after your event and return them to the office with the keys. If more parking validation is needed during the event, resident vehicles can use their respective resident parking permits, and you can acquire Visitor Parking Permits for non-resident vehicles through your RentCafe account under menu option 'Resident Resources' (max. 2 per day).

All vehicles must always have valid and properly displayed parking permits when on CTC property, as well as park in respective, designated spaces. Vehicles without valid permits are subject to ticket, tow, or vehicle immobilization. Refer to CTC's Resident Handbook for full parking policy.

No Smoking: The entire Commonwealth Terrace Cooperative property is a smoke and tobacco free campus.

Key Pick-Up + Return: Weekend room reservations must pick up keys no later than 1:00 pm the Friday before the scheduled event. **Failure to pick up keys will result in loss of the reservation and a late cancellation fee. Return key/key cards, event parking passes, and completed checklist to CTC Office/drop-box by the next business day.**

CANCELLATION POLICY: A \$10.00 fee will be assessed for any cancellation within 24 hours of reservation.

Required: **Check box to acknowledge policy**

CTC Resident Signature

Date