

Maude Fife Room Contract

The English Department is pleased to offer use of the Maude Fife Room for your event. We do require, however, that absolutely **no food or beverages be brought into the Fife Room**. Please fill in this form completely. **You'll receive an email confirmation once the chair approves the form & we receive payment.**

We also ask that you carefully review and complete the attached user's form and checklist before and after your event to ensure that the room is kept in good condition. Please return the form to the English Department, 322 Wheeler Hall, when returning the key (and equipment you may have borrowed). **Users of the Room who do not leave it in good condition will be charged an additional \$100 and future requests will be denied.** Furthermore, if you have an event that **requires additional charges from PPCS, you will be charged the amount charged by PPCS.**

Event Date: _____ **Start time (include setup):** _____ **End time (include cleanup):** _____

Contact person: _____ **Phone:** _____

Email: _____ **Organization:** _____

Description of Event: _____

Type of Event:

Saturday or Sunday Events:

How will you pay the user fee?

Lecture

_____ Time to open Wheeler

Off campus check made out to UC Regents

Poetry Reading

_____ Time to close Wheeler

On campus journal entry (please enter your chartstring)

Conference

User Fee:

Chartstring

\$500 Up to 4 Hours

56310 - _____ - _____ - _____ - _____ - _____
Account Fund Org Code Prog Chartfield 1 Chartfield 2

\$800 Full Day (8am to 10pm)

\$200 Lounge Rm 330

(available after 4pm)

Total Amount:

\$26 Open/close Wheeler on Sat or Sun (\$26 per day)

User Signature: _____ **Date:** _____

English Dept. Approval: _____ **Date:** _____

1. Return this form by fax (510-642-8738) or email to adminofficer_english@berkeley.edu
2. WHEN CONTRACT IS APPROVED send check to: Administrative Officer, English Department, 322 Wheeler Hall MC #1030 Berkeley 94720
3. Please be sure to check out a key to the room from the English Dept Office 322 Wheeler, open M-F between 10-12pm and 1-4pm.