

The RIT ASL & Deaf Studies Community Center (RADSCC)

Room Reservation Form

THE RIT ASL AND DEAF STUDIES COMMUNITY CENTER IS COMMITTED TO THE SHARING OF INFORMATION, RESOURCES, TALENTS, AND KNOWLEDGE REGARDING AMERICAN SIGN LANGUAGE AND DEAF CULTURE. THE CENTER IS A RESOURCE FOR COMMUNITY, NATIONAL, AND INTERNATIONAL OUTREACH ACTIVITIES THAT ENRICH AND CELEBRATE THE ACHIEVEMENTS OF THE DEAF COMMUNITY AND SUPPORT ADVOCACY AND EDUCATION AMONG DEAF, HARD-OF-HEARING, AND HEARING COLLEAGUES.

Applicant's Name _____ Date of Application _____

Organization _____ Meeting Date Requested _____

Address _____ Nature of Event _____

_____ Event Time/Set-Up will begin _____

_____ Event/Clean-Up will end at _____

Email Address: _____ Estimated Attendance: _____

Place an X in front of the setup you desire:

<input type="checkbox"/> Classroom Setup maximum of 41 occupants Includes 28 chairs and 11 tables	<input type="checkbox"/> Presentation Setup: maximum of 84 occupants Includes 28 chairs and no tables	<input type="checkbox"/> Reception Setup: Approximately 118 people Includes no chairs or tables
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RADSCC Classroom (TWC-1540) offers:

- 11 Tables & 28 chairs
- Visualizer
- Laptop Connection
- Resident PC Computer
- Sound System
- 3 Whiteboards
- Single Projector

I have read and promise to abide by the statements of the RADSCC Agreement Form and have filled out the information requested above to the best of my knowledge. I agree to follow these principles and to make all payments, when necessary, as called for herein.

Print name: _____ Signature: _____

Comments:	For Office Use Only: Approved Yes <input type="checkbox"/> No <input type="checkbox"/>
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RADSCC Use Agreement Form

Reservation Procedures:

Contact Jeanne Behm, RADSCC Coordinator.

Email: jeanne.behm@rit.edu

Phone: (585) 286-5108

Additional rules for room use:

Groups may:

- Have full use of the event room for the time arranged.
- Reserve the room for weekly events for the length of one quarter. For continued use, a new reservation form must be submitted at the beginning of each quarter.
- Use the room to conduct organizational/program meetings, discussion groups, panels, conferences, seminars, study groups, etc.
- Serve refreshments with prior approval from RADSCC staff. Groups must bring their own supplies and equipment for serving refreshments.

Groups may not:

- Smoke, consume alcoholic beverages, burn candles/incense, or cook while using the room.
- Tape, nail, screw, staple, etc. flyers or posters to the wall.
- Imply that the RADSCC is sponsoring or at all associated with their club/event.
- Behave in an inappropriate or disruptive manner while using the room.

Disclaimer:

The RADSCC is not responsible for the damaged, lost, or stolen equipment, supplies, materials, or personal items of event participants; nor is the Center or its employees liable for any claims of injury, including death, damage, or loss, which may arise in connection with the meeting/event. Event groups or participants are responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance at their meeting.

Denial of Privileges:

Loss of room privileges will only ensue if that use poses a potential disturbance to the normal operation of the RADSCC (e.g., excessive noise, a safety hazard, or a significant security risk), or if that use violates the policies stated above.

