

# EV COMMON SPACE USE AGREEMENT

1. The Cottage Room may only be reserved by Escondido Village Community Associates (CAs) for EV community events.
2. The number of reservations is restricted to four per quarter, one reservation per month, one event per evening, and two events per day on weekends/holidays. Reservations hours are from 9am to 11pm Sunday through Thursday, and Friday and Saturday from 9am to 1am.
3. The EV Front Desk will activate card access for the CA responsible for the reservation. Your student ID card will be activated during the hours of your reservation only. Please provide us with your badge ID# (the six digits on the back of your ID card, underneath the black strip). Because the room will always remain locked after business hours, be sure to keep your ID card with you at all times during your event. Also please do not prop the door open, as this will trigger the security alarm.
4. A Cottage Room Checklist is attached to your tentative reservation confirmation email. In order to avoid charges for any pre-existing conditions in the room, please report cleanliness levels and/or broken, damaged furniture prior to your event by sending an email as soon as possible upon entering the room to evfrontdesk@stanford.edu. At the end of your event, please follow the Checklist to ensure proper clean up of the room.
5. In accordance with the University Noise Policy, events must be quiet after 11pm Sunday through Thursday, and after 1am Friday and Saturday, with NO music after this time.
6. The applicant understands that any of her/his property that is placed in the EV common space will not be insured by Stanford's insurance carrier. The applicant waives any and all claims against Stanford for injuries to persons or damage to property arising in any way, whether directly or indirectly, out of her/his use of the EV common space. The applicant agrees to report any damage and to pay any costs to Stanford University resulting from the use of the property by the applicant or by anyone with permission of the applicant.
7. No money may be collected at any event without prior approval of an EV Resident Dean.
8. An adult (21 years or older) must be present at all times during events attended by minors.
9. No alcoholic beverages shall be sold. Alcohol cannot be consumed by minors (under 21 years old) in the EV common space. Smoking, candles, and open flames are also prohibited in any of the EV common spaces.

I have read the "EV Common Space Use Agreement" and this application is made in compliance with those guidelines. If I am not in compliance with the Use Agreement, my reservation will automatically be cancelled without prior notice. I agree that the information I submitted is current and true. **By signing this document, I also agree to the above terms and accept responsibility for leaving the EV common space in satisfactory condition as per the Cottage Room Checklist.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Badge ID#: \_\_\_\_\_

## ESCONDIDO VILLAGE COMMON SPACE RESERVATION FORM

FOR OFFICE USE ONLY

Date and Time of Reservation: \_\_\_\_\_

ID Enabled: \_\_\_\_

Staff initials: \_\_\_\_\_