



UNIVERSITY OF GUAM
UNIBETSEDÅT GUAHAN



62ND STUDENT GOVERNMENT ASSOCIATION
Enrollment Management and Student Success

SGA OFFICE RESERVATION FORM

Date: _____

Requesting Unit/Department/Student Organization:

Requestor's Name and Position:

Phone Number:

Purpose:

GoTritons/Triton Email Address:

Date and time of reservation: ____/____/____ from ____:____ AM / PM to ____:____ AM / PM

How many persons will be attending? _____
(Please note that the conference area can only host ~15 people.)

Terms and Conditions (please read this section carefully):

1. Acceptance of this authorization carries the responsibility to see all the rules and regulations of the University of Guam are followed as they pertain to this area and this activity.
2. **The conference area can only be utilized for meetings of about 15 people during regular business hours (8:00 AM to 5:00 PM) on weekdays. For meetings of more than 15 people, please request for larger facilities on campus (i.e., SBPA, CLASS, RFK Library, etc.).**
3. **Any damage done or cleaning needed by this activity is the responsibility of the requesting organization. All trash/waste must be disposed of placed on the trash bin outside the office. Chairs utilized must be returned and properly arranged, and the conference table must be clean of any items.**
4. **Any damage done to, or the loss of borrowed SGA equipment and/or materials is the responsibility of the requesting individual(s) and replacement costs will be demanded immediately.**
5. Consumption of alcohol is not allowed in the SGA office. Consumption of alcohol is not allowed in the parking lots or any other areas of the campus.
6. The conference area is to be used only for the purpose listed above. Any other use is strictly prohibited.
7. The University shall be held harmless against any claims for personal injury or death resulting directly or indirectly from the use of the facility.
8. If these conditions are not followed, this authorization will be immediately revoked, and the requesting person/organization penalized.

<p>REQUESTED BY:</p> <p>_____</p> <p>(Print Name & Sign)</p> <p>Date: _____</p>	<p>ACKNOWLEDGED/ACCEPTED BY:</p> <p>_____</p> <p>SGA Authorized Personnel</p> <p>Date: _____</p>	<p>FOR OFFICE USE ONLY:</p> <p>___ APPROVED</p> <p>___ DISAPPROVED</p>
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