**FLEX/URos WEDGE RENTAL REQUEST AGREEMENT**

**EVENT:**

**REASON FOR WEDGE:**

**REQUESTED DATES (5 DAY MAXIMUM):**

1<sup>st</sup> CHOICE  FROM: ___________________________ To: ___________________________

2<sup>nd</sup> CHOICE  FROM: ___________________________ To: ___________________________

**PERSON MAKING RESERVATION:**

**STUDENT ORGANIZATION/DEPARTMENT:**

**PHONE #:** ___________________________ **EMAIL ADDRESS:**

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By signing this agreement, I agree that my organization or department will pick up the key after 9am and return the key daily in the same condition that it was rented by 10pm.

I consent, on behalf of my organization or department, to forfeit the following fees from the funds collected:

$.10 per successful transaction or $3/day, whichever is greater

$25 for improper cancellation of rental

$2,000 if the wedge is lost, damaged, or stolen

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**Signature**  
**Date**

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**Advisor Signature**  
**Date**

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**TURN THE PAGE OVER FOR INSTRUCTIONS AND POLICIES REGARDING FLEX WEDGE USE.**

**URos WEDGE RENTAL AGREEMENT TERMS AND CONDITIONS**

7/27/2010 Updated  Beverly Buscemi  Flex Wedge Form
**Please review carefully as rules may have changed**

RESERVATIONS:
- All reservations must be submitted at least three business days prior to the start of the event.
- URos Wedge reservations are accepted beginning on the first day of upper-class move-in for the fall semester and beginning November 16 for the spring semester. Reservations cannot be made in advance of those dates.
- All reservation requests must be submitted on a completed Rental Request Agreement Form, including a signature of adviser and submitted to The Common Connection for processing.
- Submission of a reservation request does not guarantee usage. Requests will be fulfilled based on availability and an organization’s standing. Confirmations will be emailed to the requestor.
- This confirmation is for the Wedge and corresponding table.
- Reservations are accepted for a maximum of five day time increments only.
- Student groups are limited to three separate rental use periods per semester.
- Groups who have the Wedge reserved may store one box of supplies at the Common Connection.
- The group must notify the Flex Program Coordinator at least 24 hours in advance if the wedge will not be used on a particular day or if the group intends to cancel the rental in its entirety, otherwise the rental agreement will be considered null and the group’s rental privileges for the remainder of the semester will be suspended. Failure to use a wedge when reserved if not properly cancelled will result in a suspension of the organization or department’s borrowing privileges and a $25 fine.

PROCESS:
- Go to the Common Connection Desk to receive the Key and instruction sheet. Proceed to the wedge and table location confirmed for your group.
- The instruction sheet will show you how to unlock the unit and log in for processing transactions.
- When all transactions are done for the day, before 10pm, lock the unit and return the key and instruction sheet to the Common Connection.

**URos Wedge Usage Parameters:**
- Can be used to collect donations for fund raising events
- **Cannot** be used to collect dues for fraternities, sororities, or clubs
- **Cannot** be used to sell tickets to organization or department sponsored events
- No solicitation or harassment of patrons to Wilson Commons is permitted
- At least one representative from the student organization or department to whom the reservation was confirmed must be present during use. NO exceptions.

*** All funds collected from transactions will be available within 30 days after final flex rental date.

QUESTIONS OR CONCERNS:
- Beverly Buscemi, Flex Program Coordinator • Phone 276-3717
- The Common Connection • 201 Wilson Commons • Phone: 275-5911

Modified 1/4/2011 12:24 PM