

U-House Event Space Reservation Request

Name: _____

Contact Phone: _____

Contact Email: _____

Additional Contact Names/Email: _____

Occasion: The UHouse is a great space for casual gatherings and celebrations. *However, the U-House IS NOT to be used for:* politically affiliated groups and gatherings; fundraising, sales, or auctions; product or service display/ demonstration or pop-up vendors. Seminars, educational classes, birthday parties, and company meetings including first time home buyer classes, home loan classes, and company trainings/retreats are welcome Monday through Friday. Please see below for reservation fee information.

Tell us about your occasion:

Desired Date: _____

***Desired Start Time:** _____ **Desired End Time:** _____

Is your date/time flexible? Y / N Scheduling Alternatives: _____

****Anticipated Number of Guests:** 10 – 20 / 20 – 35 / 35 – 50 / 50 – 75 / 75 – 125 / >125

**The event space holds approximately 50 people for a casual event with some folks standing and mingling. For large parties, additional guests may overflow into the basement and outdoor patio area.

I understand the following (please initial):

_____ **We are always all ages, however...** Please keep in mind that this house is setup to cater to more young adults and adults. We can host a child's first birthday, but we are not an appropriate venue for most minor-focused gatherings. Children of all ages (toddlers to teenagers) need to be within arms-reach of their parents/guardian, using inside voices and engaging in appropriate behavior at all times. Running, screaming, and crawling through entry and service areas, and jumping or climbing on furniture, are all examples of behaviors that risk safety and negatively impact the environment for other guests. Children are not to be unattended at any time.

Food & Beverage:

Please Select a Food Option for your Reservation:

Outside caterer / Food from home / Undecided food plans at time of inquiry

Guests are also welcome to bring their own food and non-alcoholic beverages.

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Outside alcoholic beverages (please initial):

_____ Alcohol cannot be brought onto the premises without a Banquet License permit that must be shared with the UHouse Board within 24hrs of rental and a copy of the permit must be made visible during the rental hours.

Decorations (please initial all):

_____ Streamers, banners, wall hangings, etc. can only be adhered to the concrete wall with tape. Nothing can be attached to the three painted walls or wooden fixtures including command hooks/pins/tacks/tape

_____ Confetti and glitter, including confetti balloons, are not allowed.

Reservation Fee/Cancellation Policy:

- Casual Gatherings (birthdays, baby/bridal showers, rehearsal dinners, etc.) cost \$50 per hour, for a minimum of 2 hours and a maximum of 4 hours. UHouse member rate is reduced by 50%.
- Educational Seminars & Company Meetings (home buyer & home loan classes, company trainings, retreats, etc.) cost \$100/hour for a maximum of 4 hours. UHouse member rate is reduced by 50%.
- The reservation fee is due when the reservation is made.
- The fee is non-transferrable.
- The reservation fee is refundable until 48 hours prior to the event.
- Payments are accepted by cash, check, or Venmo.

Room Fee and Event Duration:

- You may access the Event Room 30 minutes prior to your scheduled start time at no additional cost. Please plan to vacate the room promptly at your reservation end time. If you require additional time for your set up and clean up, please factor that into your overall reservation time.

Room Set Up: check to make your selection

Below are descriptions of our basic room set up options. More / less tables or chairs can be used to create a more formal or more casual environment.

- Standard: Buffet table, water station with extra room for dessert/gifts, 6 tables with total of 40 chairs for seating. More or less tables can be used per request.
- Meeting: U-shape table set up (seating can be adjusted based on attendance). Water station included.
- Other: (please describe)

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Special Requests: *check as needed to indicate your request*

- Projector: A projector and wall-mounted screen are available for use for no additional charge. Guest is responsible for bringing their own HDMI cable.
- Registration / Greeting Table: requests for registration or greeting tables outside of the event room are reviewed on a case-by-case basis.

Additional Details: *check all boxes to acknowledge*

- There are no speakers or podium. However a small P/A system is available upon request.
- The UHouse can change temperature with the seasons. In the summer, it gets hot and there is no air conditioning. In the winter, it gets cold. We'll do our absolute best to make you and your guests comfortable but please advise them to dress accordingly. If the PLU Campus must close due to extreme weather, we will inform you with as much notice as possible and you will be eligible to transfer your reservation or receive a full refund.

Additional Questions, Comments, or Requests

Name (printed): _____ Date Signed: _____

Signature: _____ Reservation Date: _____

Please submit your completed Reservation Request Form to Uhouse@plu.edu

