

Thank you for scheduling your event with us. Please read over the following information: This reservation form must be filled out completely and submitted to Conference Services, at least 5 days in advance of your event. *Note: Your reservation is not confirmed until this form has been submitted and you have received a confirmation by email.*

Date _____

Department	
Date Requested	Number of Participants
Start Time	End Time

Purpose of Event _____

Responsible Person	
Campus Address	
Phone	Account Number to Bill
Submitted by	Email Address

Procedure: A key to the facility must be picked up from Conference Services the day of your event. The key must be returned no later than 5:00 pm the day after your event. *Failure to return the key as required will result in a \$40.00 charge to your account.*

Responsibilities: You will be responsible for making arrangements with Conference Services to pick up the key to the facility. Tables and chairs are available at the Mountain Center for your use. You will be responsible for setting up and putting away all furniture used. After your event, you will be responsible for cleaning the facility. Cleaning supplies and trash bags can be found in the closet in the living room. Removal of all trash is your responsibility and must be taken from the premises. Your account will be billed for any damages incurred, or excess cleaning. You are responsible for notifying Conference Services of any damages that occurred during your stay. During times of snow, occupants must insure a clear path to the front door is maintained. You will also be responsible, during the winter months, to arrive early enough to turn up the thermostat so the facility will be comfortable for your event. Please let Conference Services know if any of the supplies at the Mountain Center are running low, or if there are problems that need to be addressed.

Policy:

- Do not put tape, pins, staples or nails in the walls.
- All groups and individuals using the Mountain Center must abide by the Utah State Fire Code and the Utah State laws which prohibit smoking and open flames of any kind in the cabin or on the property.
- No alcoholic beverages are allowed in the cabin or on the property.
- In accordance with Utah State Fire Code, vehicles may park in the driveway for loading and unloading only.
- If you use the wood burning stove or fireplace, please keep the doors closed and monitor the fire. Do not burn trash in the fireplace or stove.