



AACC Space Use Agreement Form

Condition of Space:

Upon arrival, please look through your space and note the condition. It is suggested to take pictures of the space to note the condition prior to use.

Post-Event Checklist

Please complete the following steps prior to leaving the space. Please initial each task to note completion of the task:

- Wipe down all surfaces and thoroughly clean tables, doorknobs, countertops with disinfectant wipes
- For kitchen use, clean and disinfect all surfaces, including but not limited to the floor, counters, sink, stove, oven, microwave, and refrigerator
- For kitchen use, put away all dishes, utensils, and appliances are cleaned and put away
- For kitchen use, remove all materials from the sink
- Take out all trash to the dumpster
- Replace trash can with new bags
- Vacuum floors
- Return room to its original configuration and return all furniture to its original location
- Close and lock all windows
- Turn off all lights
- Turn off automatic mechanism of external doors by using the switch located at the top of the doors
- Lock all interior doors
- Make sure main entrance doors are locked from both inside and outside

For emergencies, dial 9-1-1.

Failure to complete the checklist may incur a \$50 fee.

Post-Event

By 12:00 PM of the next business day (AACC is open Monday – Friday, 9 AM – 5 PM, and closed during University Holidays or otherwise noted), please return the completed form and keys to the AACC.

Please note that failure to return the keys on time will incur a \$5/day late fee.

Organization/Unit Agreement

By signing below, you agree that the organization/unit will follow the AACC’s Facility Policies. The organization/unit will be responsible for all charges and consequences should policies be violated.

Name of Organization/Unit:

First & Last Name (Printed):

Signature:

Date: