

CONFIRMATION

For University Housing Services

Hello, Your reservation has been confirmed. Please review the details below carefully to ensure a smooth and efficient key exchange and event experience.

KEY ACCESS

UHS Members: Access has been granted to your Bronco ID (BID).

Campus Partners: Keys may be picked up 30 minutes prior to your reservation time at the University Housing Services Main Office (Building 74). Keys must be returned within 30 minutes after your reservation period ends.

After-Hours Reservations (Outside Monday–Friday, 8:00 A.M.–5:00 P.M.):

- Keys must be picked up the business day prior to your reservation.
- Keys must be returned the business day following your reservation.

BILLING INFORMATION

A flat-rate fee will be charged for room usage. Additional fees may apply for lost or damaged keys, damages to the space, or requested amenities. Billing for all reserved spaces is processed at the end of each semester.

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Conference Room	Half-Day Rate	*Full-Day Rate
73-102 (Multimedia Room)	\$75	\$150
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73-102 (Multimedia Room)	\$75	\$150

*Full-Day Rate applies to reservations exceeding four (4) hours.

SAFETY, SECURITY, AND PARKING

The sponsoring department or organization is responsible for attendee safety and securing the space after the event. Please ensure:

- Lights and HVAC systems are turned off
- Campus parking regulations are followed
- All doors are locked

*Event organizers must inform attendees of campus parking policies.

CAMPUS CONTACTS

- **University Police Department:** (909) 869-3070
- **University Parking Department:** (909) 869-3061

EVENT GUIDELINES

Noise and Quiet Hours

- Disruptive or excessively loud activities are prohibited.
- Quiet hours are observed from 10:00 P.M. to 8:00 A.M.

Decorations

- Flammable or hazardous decorations (e.g., candles, incense, live-cut trees) are prohibited.
- Glitter and confetti are not permitted.
- Only UL-listed surge protectors (minimum 1449 rating) may be used; daisy-chaining power strips are prohibited.
- Only battery-operated string lights are permitted.
- Hanging items from ceilings is prohibited.
- Extension cords and multi-outlet adapters are not allowed.
- Adhesives on walls/doors are limited to blue painter's tape. Damage from unauthorized materials will result in charges.
- Halogen lighting and unsafe electrical decorations are not permitted.
- Decorations may not cover more than 5% of doors or 25% of walls.

Vehicles and Equipment

- Bicycles, skateboards, scooters, rollerblades, and similar devices are not permitted inside facilities.
- All such items must be stored in designated outdoor racks.

Room Condition

- All furniture must be returned to its original configuration.
- The space must be restored to its pre-event condition.

CLEAN-UP RESPONSIBILITIES

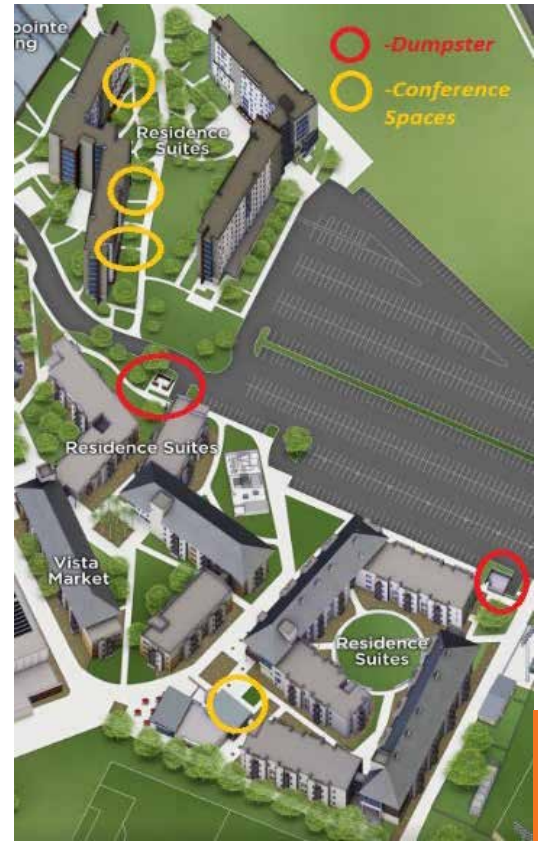
The sponsoring department/organization is responsible for:

- Removing all decorations and disposing of trash in designated areas
- Reporting any lost, damaged, or broken items to Housing staff
- Returning furniture to its original arrangement
- For events in 52-100 (Multipurpose Room):
Vacuuming the space (vacuum located in the storage closet)

Look to the right for Disposal Locations

Please note that room access begins at your scheduled reservation time in 25Live. To allow adequate setup and cleanup, we recommend reserving one (1) hour before and after your event when possible.

All keys must be returned to the University Housing Services Office in Building 74.



VIOLATIONS

Failure to comply with these guidelines may result in fines, additional charges, or loss of reservation privileges.

CHANGES OR CANCELLATIONS

To modify or cancel your reservation, please log into 25Live using your Event Details link. If adjusting dates or times, ensure the requested spaces are available.

For additional questions, please contact University Housing Services at uhsconferences@cpp.edu or (909) 869-3255 during business hours (Monday–Friday, 8:00 A.M.–5:00 P.M.).

Thank you,



Student Affairs
UNIVERSITY HOUSING SERVICES