Dear BNAACC Facility User,

In order to allow fair use and access to the facility, the BNAACC policy requires that all who use the space must agree to and follow the guidelines listed below. The consequences for failing to follow these policies will result in future denial of usage of the BNAACC facility.

**CLEAN-UP:** COMPLETE & RETURN the BNAACC CHECK-OUT LIST provided to you. Failure to fulfill the responsibilities specified on the CHECKLIST will incur a $50 maintenance fee and possibly denials of future use.

**PROPERTY DAMAGE:** Any damage to the BNAACC and/or BNAACC property will incur a $100 fee plus repair/replacement cost, that must be paid before any future use is allowed.

**CANCELLATION:** Failure to provide at least 48-hours’ cancellation notice (during business hours) will incur a $20 cancellation fee, that must be paid before any future use is allowed.

**NO SHOWS:** ALL USERS that decide not to use the BNAACC must cancel their reservation. Failure to do so will result in a $50 ‘no show’ fee that must be paid prior to any future use of the BNAACC.

**Key Pick-Up:** For after-hours events, failure to CHECK OUT KEYS the day of the event by 4:00pm, will result in cancellation of event. For weekend events, keys must be picked up by 4 p.m. Friday and the failure to pick up keys will result in a cancellation. (BNAACC STAFF CANNOT AND WILL NOT OPEN THE FACILITY! IT IS YOUR RESPONSIBILITY TO GET THE KEYS ON TIME!!)

**LATE KEYS:** Failure to RETURN KEYS the NEXT BUSINESS DAY will incur a $5 per-day late fee.

**LOST KEYS:** Users that have lost keys to the BNAACC must pay a lost key replacement fee at a cost of $150/lock. No future use of the BNAACC facility until this fee is paid and potential encumbrance against the account listed.

- All non-UIUC users of the BNAACC must ensure compliance with the following:
  - University of Illinois at Urbana-Champaign’s Protection of Minors policy ([http://cam.illinois.edu/ix/ix-a/ix-A-31.htm](http://cam.illinois.edu/ix/ix-a/ix-A-31.htm)), including completing the form that notifies the campus police about events involving minors, in advance of the event taking place. ([http://police.illinois.edu/services/protection-of-minors/](http://police.illinois.edu/services/protection-of-minors/)).
  - University of Illinois at Urbana-Champaign’s policy that prohibits any group reserving the BNAACC from charging an admission fee ([http://www.cam.illinois.edu/viii/VIII-1.htm](http://www.cam.illinois.edu/viii/VIII-1.htm)).
- Failure to comply with these UIUC policies will result in the termination of usage privileges.

Signed: _________________________________   Date: _______________________________
BNAACC Reservation Check-Out List

Activity Room

___ Return room to original set-up and location
___ Return chairs and tables to the storage space.
___ Remove trash and replace trash can liners.
___ Wipe tables clean tables with cleanser.
___ Make sure that the lights are turned off.
___ Make sure that TV is turned off
___ Remove any items placed on walls/doors
___ Remove trash and replace trash can liners.
___ Make sure that TV is turned off
___ Wipe tables clean tables with cleanser.
___ Remove any items placed on walls/doors
___ Other: ________________________________

Conference Room

___ Return room to default configuration
___ Wipe the dry-erase board clean
___ Remove trash and replace trash can liners.
___ Make sure the light is turned off.
___ Remove any items placed on walls/door/etc.
___ Other: ________________________________

KITCHEN:
Ensure that all of the kitchen surfaces used are wiped clean.

☐ Floor  ☐ Counters/Tables  ☐ Sink  ☐ Stove  ☐ Microwave  ☐ Refrigerator
___ Wash and put away all dishes, utensils, and small appliances used.
___ Remove all trash and replace trash can liners.
___ Remove all debris from sink and rinse the sink

Final Check:
___ Remove all trash from the facility and into the dumpster outside
___ Double check the building lights to make sure that they are turned off
___ Make sure that doors are locked upon exiting the building

As the authorized user or organization representative per the BNAACC/University of Illinois user agreement, I agree that the terms of the facility usage have been abided by to the best of my ability.

Signed: _________________________________________   Date: _______________________________