La Casa/Latino Cultural Center
Room Reservation Form

Name of person requesting:  
E-mail address:  
Sponsor’s phone number:  

Name of Sponsor (organization/department):  
Anticipated Attendance:  

Name and type of event/function (meeting, reception, workshop, annual event, etc.):  
Actual time of event:  

Event Date(s) requested (month(s)/day(s)/year):  
Total Time Needed (including set-up & clean-up time):  

Rooms needed for designated activity/event:  
Equipment needed for activity/event:  

<table>
<thead>
<tr>
<th>Living Room Lounge</th>
<th>Computer Room</th>
<th>Coffee Pot</th>
<th>LCD</th>
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<tbody>
<tr>
<td>Kitchen</td>
<td>Conference Room</td>
<td>Grill</td>
<td>Lap Top</td>
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<tr>
<td>Sunroom/Patio</td>
<td>Library</td>
<td>Microwave</td>
<td>Screen</td>
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<td>Other (please specify):</td>
<td></td>
<td>Refrigerator</td>
<td>Stereo System</td>
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<td>Stove</td>
<td>DVD/VCR</td>
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<td>Television</td>
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Please detail any special assistance you would like from La Casa’s staff: 

I ___________________ understand that I am personally responsible for any and all damage that may occur at La Casa during the above-mentioned activity, function, or event. I further understand that I am responsible for enforcing the Indiana University law prohibiting the consumption of alcoholic beverages by ALL persons attending this activity, function, or event. In addition, I am responsible for ensuring that the premises are cleaned immediately after the activity, function, or event has concluded.

In the event La Casa sustains any property damage(s) as a result of this activity, function, or event, Indiana University Building Services will assess damages. I will be notified of any cost for these repairs as well as the manner in which payment may be made. If payment is not made within seven business days, I will be assessed the aforementioned damages as well as any and all collection costs and reasonable attorney’s fees.

__________________________  __________________________
Applicant’s signature      Date signed

For office use only
Date Approved:  
Approved by:  
Date Confirmation Letter/Email Sent:  
Staff Scheduled to Work:

LA CASA RESERVES THE RIGHT TO DENY FUTURE USAGE OF FACILITIES TO ANY GROUP THAT HAS CAUSED PROPERTY DAMAGES.