

**UW OSHKOSH POLLOCK HOUSE RESERVATION  
CONTRACT UNIVERSITY STUDIES PROGRAM**  
765 Algoma Blvd. Oshkosh, WI 54901-8691 Phone: 920-424-2220

**RESERVATION DETAILS**

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Time of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Room(s) Requested: \_\_\_\_\_  
Catering ordered: yes      no      Preparing or bringing food: yes      no      Serving alcohol: yes      no  
**\*UW Oshkosh catering, food, and alcohol policies must be followed.**  
Name of Sponsoring Organization/Department: \_\_\_\_\_  
Address (if not UWO): \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Reservation fee is non-refundable. UW accounts will be charged upon receipt of signed contract.**

Waived	\$50 - Events up to two hours
\$100 - Events two hours or more	\$25 fee for projector & screen setup

**Method of Payment:** (UW Oshkosh account and payment policies must be followed)

Cash/Check	UW Oshkosh Chargeback Acct #
Foundation Account #	

A signed Foundation Disbursement & Transfer authorization form must be submitted to the Pollock House.

**Contract Details**

The organization named in this contract is responsible for set-up and clean-up of the facility. Please make sure your group leaves by the scheduled time. Please call 424-2220 to arrange for key pickup. Due to the historic architecture of Pollock House, the first floor has limited wheelchair accessibility. Please notify us in advance if you or your guests require accommodations.

I agree that I, or my organization or its members, will be financially responsible for any damage to the building, furnishings, or equipment. The sponsoring organization and its attendees will follow all UW Oshkosh policies when using the Pollock House. The University, as an agency of the State of Wisconsin, is self-insured for liability protection. Such protection applies to the University and their employees only. Individuals and organizations must provide their own liability coverage. The University of Wisconsin Oshkosh is not responsible for lost items. Private offices are off limits during events.

Requester Signature: _____	Date: _____
UWO Signature: _____	Date: _____
Accepted by the University (if applicable) _____	Date: _____