

J. Wayne Reitz Union

Event Services Room Request Form

Organization: _____

Contact Name: _____

Phone: _____ Email: _____
[UF Email address only for faculty, staff & students]

Event Title: _____
[as you would like it to be displayed throughout the building]

Event Type: Must select the one event type that most closely describes your event.

- | | |
|--|---|
| <input type="checkbox"/> Banquet/Meal Function | <input type="checkbox"/> Lecture/Speaker |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Meeting |
| <input type="checkbox"/> Conference/Workshop | <input type="checkbox"/> Pageant |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Performance/Play/Cultural Show |
| <input type="checkbox"/> Fashion Show | <input type="checkbox"/> Reception |
| <input type="checkbox"/> Film | <input type="checkbox"/> Rehearsal |
| <input type="checkbox"/> Info Session | <input type="checkbox"/> Tradeshow |
| <input type="checkbox"/> Interview | |

Event Description & Purpose: _____

Expected Attendance: _____

Is a ticket, registration, conference, admission, vendor or similar fee charged or a donation requested from participants? Y or N

If non-UF individuals are attending, will they require internet access? Y or N

Will your event involve music or singing? Y or N

Are you planning to serve food and/or beverages? Y or N

Event Start Time: _____ AM/PM Event End Time: _____ AM/PM

Is the meeting time flexible? Y or N

Day of the week: M T W TH F S SU

Event Date[s] _____

Indicate any time needed for your group to setup/decorate for your event. _____

Indicate any time needed for your group to cleanup after your event. _____

-----**TURN OVER**-----

Select Preferred Room Type and/or Location:

- Meeting Room – Room Preference (if applicable) _____
- Auditorium 282
- Matthews Suite Arredondo Cafe
- Rion Ballroom Grand Ballroom
- Colonnade North Lawn (Contact Physical Plant at 392-1121 to rent stages for this location.)
- Orange & Brew Amphitheatre

If the preferred location is not available, may we substitute a comparable location? Y or N

Select Room Setup

- Theatre (chairs) Classroom (rectangular tables/chairs on one side)
- Banquet (round tables/chairs) Stacked Chairs
- Other (please explain) _____

Will your event require audio-visual equipment? Y or N

If yes, please describe. _____

Select Group Type and Payment Method

There are charges associated with the rental of some rooms and equipment. Please indicate your method of payment IN CASE the room or equipment you request results in charges.

Registered Student Organization

- SAR (SG funded organizations – due three weeks prior to the event)
- Direct Bill (non-SG funded organizations)

Billing Address: _____

UF Department

- PeopleSoft Chartfield (Numbers can be obtained from the Accounts Payable person in your department)

Dept. ID: _____ Fund #: _____

Program Code: _____ Project #: _____

If Applicable: Flex: _____ Source: _____ PO #: _____

- Other (concessions funds, UF foundation accounts or JWRU departments)

Non-UF

Payment is due two weeks prior to the event.

- Cash
- Check (payable to the University of Florida)
- Credit Card (MasterCard or Visa)

-----Agreement-----

I hereby attest that I am an authorized representative of the organization listed on this form with authority to reserve space and incur any applicable charges. I am aware that there may be room rental and/or equipment rental costs associated with this event and that if my organization refuses to pay those charges then I will be held personally liable. I understand that falsifying this information could result in my expulsion or any lesser sanction from the University of Florida (UF Rule 65C1-4.016). I also understand that I must inform Event Services of any changes to this event after this form has been submitted.

I also understand that it is my responsibility to be familiar with the Terms and Conditions for using the Reitz Union facilities and that my organization will be held to these terms.

Signature

UFID# (applicable to UF faculty, staff or students)