

Reitz Union Game Room Request Form

Organization or Party Name: _____

Contact Name: _____

Phone Number: _____ E-Mail: _____

Responsible person here with the group at the event: _____

Event Title: _____

Estimated Attendance: _____

Event Date: _____

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

How many bowling lanes will you need (max of 8)? _____

How many billiard tables will you need (max of 8)? _____

Are you charging an admission fee or a registration fee? Y/N

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

Do you need additional 6 foot tables for this reservation? Y/N

how many are needed? _____

Are bumper lanes needed for your party? Y/N

Bumpers can be used by children under 10 years of age only!

How many lanes of bumpers do you want (Max 3) _____

Are you going to have any outside vendors provide equipment? Y/N

If so what kind of equipment? _____

Payment Information

Student Organizations:

- Must be a registered Student Organization.
- You must have a permit for your event done prior to the event.
- If the reservation is going to be paid by Student Government a blue slip must be given to the Game Room at least two days prior to the event.

UF Departments:

Payment information must be received at least 5 days prior to the event. However your department will not be charged until after the event. Reservations not having billing information at least 5 days before the event are subject to cancellation without notice.

- P-Card (complete the P-Card authorization form and fax it back to 392-6702 attention: Charlotte)
- Purchase Requisition (use vendor code RU and vendor number 2476)
- Other (Concession funds or UFF funds)

Non-UF or Non-UF Funds

- Credit Card
- Check or Cash
- Would like it direct billed to:

Organization: _____
Attention To: _____
Street Address: _____
City/State _____
Zip Code _____
Phone Number _____

All direct bill requests will be reviewed and approved before a reservation confirmation is sent.

- I have reviewed my reservation request and everything is correct and completed.**
- I have read and understand the terms and conditions of reserving the Reitz Union Game Room.**