



## Facilities Reservation Form

*PLEASE NOTE:* This is a request only! Your reservation is not final until you have received an email confirmation from this office. Reservation requests must be received a week before the intended event is to occur for consideration.

### Contact Information

<b>Sponsoring Organization/Department:</b>	<b>Registered Student Organization?</b>	Yes
		No
<b>Contact Person's Position in Organization/Department:</b>	<b>Contact Person:</b>	
<b>Contact Person's Email:</b>	<b>Phone:</b>	
<b>Organization Advisor</b>	<b>Fax:</b>	
<b>Organization Advisor Email</b>	<b>Mailing Address (Street, City, State, Zip):</b>	

### Event Information

**Name of Room/Space to Reserve:**

**Location of Room/Space  
 (Building & Room number):**

**Event Title:**

**Type of Event:**

**Event Date (dd/mm/yyyy):**

**Expected Number of Attendees:**

**Time Needed (this should include set-up and clean-up time as necessary)**

**From:**                      **AM**              **PM**                      **To:**                      **AM**              **PM**

### Set-Up Information

**Will you need tables and/or chairs?**              **Yes**              **No**

**If yes, please complete the following:**

Quantity of tables:

Quantity of chairs

**How would you like the tables and chairs arranged? (lecture, seminar, open square, u-shape, etc.)**

**Do you have equipment needs and/or special requests? Please list.**

## Payment Information

If you are a non-housing department or non-housing student organization, there may be a \$75 room rental charge.

Please include your University ChartString to which the charge may be applied:

By signing below, you indicate that you read, understand and agree to adhere to the University Housing Facility Reservation Policies and the University Housing Community Guide (<https://housing.uga.edu/uploads/documents/CommunityGuide.pdf>). Any violation of these policies may result in a loss of reservation privileges for you and/or your organization.

Signature:

Date:

For Direct charges only

University ChartString (Fund\_Program\_Class\_Department):

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*For Office Use Only*

Date Received:

Approved?	Yes	No
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Approved by:

If not approved, reason(s) for non-approval:

Date Set-Up Submitted:

Date Charge Submitted:

Cancellation Date: