



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

Sponsoring Organization/Department:

Contact Person:

Contact Person's Position in Organization/Department:

Registered Student Organization? Yes

No

Mailing Address (Street):

Phone:

Mailing Address (City, State, Zip):

Fax:

Email:

Event Information

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:

To:

AM

AM

PM

PM

Set-Up Information

Will you need tables and/or chairs? Yes

Quantity of tables:

Quantity of chairs:

No

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 is a \$40 room rental charge. Please include your University account number to which the charge will 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/community_guide_2016-2017.pdf). Any violation of these policies may result in a loss of reservation privileges for you and/or your organization.

Signature:

Date:

For Office Use Only

Date Received:

Approved?

Approved by:

Yes

No

Reason(s) for non-approval:

Date Set-Up Submitted:

Date Charge Submitted:

Cancellation Date:
