

MEETING RESERVATION FORM/CONTRACT

(See Back for Reservation Guidelines/Contract Specifications)

mcf616

Return this form to: *University Events, UNA Box 5068, Florence AL 35632-0001 (256) 765-4645*

MEETING INFORMATION

Title of Meeting: _____

Department or RSO: _____

Date(s): _____

Time Meeting **Begins:** _____ AM/PM Time Meeting **Ends:** _____ AM/PM

Need in room: _____ AM/PM Lock/Secure Room: _____ AM/PM

Estimated **Number to Attend:** _____ (required)

Open to: () Campus Only () Public () Other: *Please Specify:* _____

FACILITY INFORMATION

Room Requested: _____

Desired **Setup:** () Auditorium style () Boardroom style () Default/Standard setup

() Laptop () LCD Projector () Screen () Sound

() Tech Support (Staff Assistance)

(Smart rooms have items installed; Stevens and Wesleyan Auditoriums, Stone Lodge, Room 200, Loft & PC)

CLIENT INFORMATION

Client Name: _____ Date: _____ Phone#: _____

Email: : _____

By Signing this Document, I/We Hereby Agree to the Terms and Conditions Listed on the Reverse Side)

Applicant Signature: _____ Advisor Signature: _____

Printed Name of Advisor: _____ Advisor Phone#: _____

Advisor Email: _____

DINING SERVICES INFORMATION

Food Service Reservation and Pricing Must Be Obtained by Contacting Chartwells

Food Service: () N/A () Reception () Skirted Tables (size/#) _____

(Chartwells is the required food service vendor)

For Office Use Only:

Approved By: _____ **Date:** _____

(If Approval is Based on Specific Stipulations, They are as follows:) _____

Denied By: _____ **Reason:** _____

Form Received: _____ **Data Entered:** _____ **Charges:** _____ **Deposit:** _____

RESERVATION GUIDELINES/ CONTRACT SPECIFICATIONS

1. Once the date(s) of meeting has been established, you must complete a Meeting Reservation Form. Checking the UNA Web Page Calendar is helpful in selecting dates for major events and avoiding conflict with previously scheduled events. Unless you receive confirmation, do not consider your event as booked. Completion of a form does not constitute a booked event.
2. Meetings may not be approved, or returned denied if:
 - A. Forms are not complete or do not provide adequate information.
 - B. Reservation form submitted by a Student Organization has not been signed by an advisor.
3. The Stone Lodge is scheduled on an honor basis that groups will return it to the permanent configurations of the space; the Upper level being a boardroom of 10 at the front of the room and auditorium style of 40 in the back, the Lower level being a boardroom setup of 40.

All waste must be removed from the premises to the closest dumpster. Failure to comply could cost your organization the privilege of using the space in the future.

University Events staff will unlock and secure during business hours. After hours access arrangements are made with Campus Police.
4. Room assignments are based on the size of the group and the setup required. Requests may be adjusted to accommodate as many groups as possible.
5. An email confirmation will be returned to the applicant listed on the form if email address is provided. Notifications will also go to the appropriate departments on campus (i.e. Facilities, UNA Police, UNA Dining Services) involved in the event. A confirmation email is your official notification that your booking has been entered into the reservation system and placed on the University Calendar. Denied meetings will also be notified.
6. Any charges for use of the University Facilities will be indicated in the confirmation and are due in advance of the event. Quote sheets will be provided upon request. A refundable deposit may be required on some events. Please note that there will be additional charges (staff, AV technicians, custodial, UNA Police) for events held in the University Center while the building is not officially open.
7. Organizations may be fined from \$25.00 to \$100.00 and/or lose reservation privileges for the following:
 - A. Habitually booking and cancelling meetings/events.
 - B. Improperly cancelling or failing to cancel meetings/events.
 - C. Failure to cancel meetings at least 48 hours in advance.
 - D. If damage is incurred as a result of the event, (or use of glitter) organization must pay for damages.
 - E. If additional requests are made just prior to or during the event, it may not be possible to honor last minute requests. If late requests are honored, additional charges may be incurred.
 - F. If unauthorized food (food not served under the UNA/Dining Services Contract in the University Center) is brought into the building and served at a meeting or event without prior permission from the proper authorities.

Signed by: Person Responsible for Event

Date