Campus Reservation Form
(For All Locations Other Than GUC/Amphitheater/Stone Lodge)

FACILITY INFORMATION
Facility Desired: ____________________________ Date Desired: ____________
Time Event Begins: ____________________________ AM/PM Time Event Ends: ____________________________ AM/PM
Open Facility: ____________________________ AM/PM Close Facility: ____________________________ AM/PM
Estimated Number to attend: ________ (required) Admission: ( ) Free ( ) Charge - Price: ________
Open to: ( ) Campus Only ( ) Public ( ) Other: Please Specify: ____________________________
Title of Event: ____________________________
Sponsoring Organization (if applicable): ____________________________

FOOD SERVICE INFORMATION
Food Service Request Must Be Made By Contacting Marriott at 765-5667
Food Service: ( ) N/A ( ) Meal ( ) Reception Will use food court for: ( ) Breaks ( ) Meal

PUBLIC SAFETY INFORMATION
Groups Arriving By: ( ) Cars - approximate # ________ ( ) Buses - approximate # ________
(Special arrangements are necessary when groups are arriving by bus. Call 765-4280.)
Special Instructions for Public Safety: ____________________________

MAINTENANCE INFORMATION
(Upon Receipt Of This Form, Always Provide Appropriate Climate Control Within The Facility)
Special Instructions for Maintenance: ____________________________

Special Instructions for Grounds: ____________________________

APPLICANT INFORMATION
Printed Name of Applicant: ____________________________ Date: ____________ Phone: ____________________________
Mailing Address: ____________________________ Zip Code: ____________________________

Applicant Signature: ____________________________ Advisor Signature: ____________________________

FOR OFFICE USE ONLY
Approved By: ____________________________ Date: ____________
(If Approval is Based on Specific Stipulations, They are as Follows: ____________________________
Denied By: ____________________________ Reason: ____________________________
Confirmation No.: ____________________________ Charge: ____________________________ Payment Method: ____________________________

Please Return Completed form to
Office of University Events, University of North Alabama,
UNA Box 5068, Florence, Alabama 35632-0001, (256) 765-4658