

USF St. Petersburg

On Campus Facility Reservation Request

Please review, complete and submit this form no later than 30 days in advance of the planned event. A decision will be rendered no later than 10 days following receipt. Note: Incomplete forms may delay a decision.

Organization/Department _____ USF department/org
 USF student organization

Event Coordinator _____ Mail Point _____
 Telephone _____
 Fax _____ Email _____

Event Title _____ Event Type _____
 Estimated Attendance _____

| Space Requested | Date of Event | Day of Event | Start Time | End Time | Hours of Use (including set up & clean up) |
|-----------------|---------------|--------------|------------|----------|--|
| Example DAV 130 | 9/16/2007 | Wednesday | 10:00 AM | 3:00 PM | 8:00 AM – 3:30 PM |
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Set up Requested (check one)

Standard Set-up (see below)
 DAV 130 = 15 - 18" tables & 45 chairs;
 CAC 133 = conference table & 20 chairs;
 TER 300 = oval table & 16 chairs no variation

Lecture/Meeting (chairs only)
 Conference - 18" tables
 Round tables
 Circle (chairs only)

Boardroom (open rectangle)
Classrooms are available AS IS only

Custom set-up – PROVIDE DIAGRAM Required for CAC core or any set up that varies from standard set-up

Audio-Visual DAV 130 and classrooms have standard academic A/V set-up, which is available for a fee _____ *initial to request this equipment and accept fee*

TER 300 A/V not available
CAC has limited A/V available - call for details and charges

Other services requested: USFSP Police Parking Housekeeping

Will alcohol be served? Yes No If yes, USFSP permit is required and City/State permit may also be needed.

Will food be served? Yes No If yes, Caterer _____ (must be USF contracted)

No Red Beverages permitted in any facilities

This reservation is not confirmed until approved by an authorized staff member of USF St. Petersburg and all required support documentation has been completed and approved. Reservation Services reserves the right to substitute space.

 Department/Organization Authorized Signature Date

For Office Use Only

| | |
|---|--|
| <p>_____ Approving Signature Date</p> <p>Entered in Book _____ <i>initial</i></p> | <p style="text-align: center;">Date Received Stamp</p> |
|---|--|

