

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

**Barbara Walker, Office of University Events, University of North Alabama,
UNA Box 5068, Florence, Alabama 35632-0001, (256) 765-4658**