



Room Reservation Form

**Please instruct participants to park in Visitor Parking @ 101 University Drive (at the Main Entrance.) Violators may be ticketed.

Event Title: _____ Event Date: _____
 Multiple dates (list in box provided below)

Contact Person: _____ Department: _____ Phone #: _____

Billing Contact: _____ Email: _____

Billing Address: _____ City/State/Zip: _____

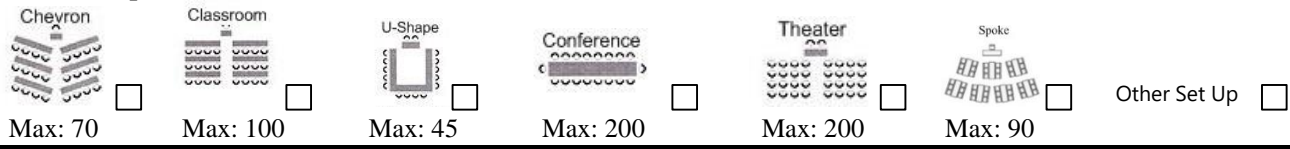
Anticipated Attendance: _____ Acct to be paid from: _____

Start Time: _____ End Time: _____

Rooms: Stuckey Building (Auditorium, Room 119, Room 143, Room 201, Room 202)
Flynt Building (Room 219, Room 305, Room 319/323, Room 327)
Other: (Off-Site, Garden Edu Bldg., SLC Room)

Video Conference Start Time _____ Technology / Equipment needs _____

Room Set Up:



BREAKS & FOOD ARRANGEMENTS: Contact: June Leary (770-228-7265) Hrs. 8:30 am – 12:00 p.m.

BREAKS

- Time (AM) Time (PM)
* Fees assessed on a per person basis:
Coffee only (\$4.00 p/p)
Coffee / Water /Hot Tea on request (\$4.50 p/p)
Coffee, Soda, Water (\$ 5.00 p/p)
Coffee / Water w/Pastries (\$6.00 p/p)
Sodas / Water w/ Cookies (\$6.00 p/p)
Sodas / Water w/Cookies & Chips (\$6.50 p/p)
Continental Style w/ Coffee, Water, Pastries & Bagels, Cream Cheese & Toaster Set-Up (\$8.00 p/p)
Add Bananas and Apples for additional charge

MEAL Time:
 Tablecloths – Disposable @ \$5.00 each / Number of tablecloths requested

Notes or Special Instructions:

Empty box for notes or special instructions.

Audio Visual Needs:

Empty box for audio visual needs.

* Prices are provided as a guide to assist in planning your budget. Prices are subject to change without notice.
**There is a \$75.00 fee per day for bringing food purchased outside of Continuing Ed.

Facility Rental Fee: _____

UGA Griffin Campus Conferencing Facilities and Facility Usage Fees

ROOM	THEATER (CHAIRS ONLY)	CLASSROOM/ CHEVRON (MAX 3 PER 6' TABLE)	BANQUET/ CONFERENCE	U-SHAPE/ HOLLOW RECTANGLE	TOTAL SQUARE FEET	DAILY RENTAL FEE
Stuckey Auditorium (with Prep. Kitchen)	280	120	240	45	3731 (Kitchen excluded)	\$500
Stuckey 119	20	12	12	10	327	\$75
SLC 104 Classroom set-up	130	n/a	n/a	n/a	n/a	\$500
SLC 105 Classroom set-up	68	n/a	n/a	n/a	n/a	\$250
Flynt 219 (board conference room with video conferencing)	n/a	n/a	24 (additional 16 on perimeter)	n/a	560	\$125
Flynt 305 (tiered classroom)	n/a	44	n/a	n/a	1058	\$225
Flynt 319/323	24	24	n/a	16	526	\$125
Flynt 327 (computer lab – 22 computers)	n/a	22	n/a	n/a	751	\$200
Garden Education Building	42	42	30	30	1314	\$350

Catering – Food must be purchased through Continuing Education. There is a \$75 fee to bring in food from outside of Continuing Education.

Rental Time – Rental time also includes time you need for preparing the space for your event.

Additional Charges – Normal charges will accrue if you do not cancel at least 2 weeks prior to the event. Additional charges will accrue for changes made within 3 days of event. Examples are room resets, additional equipment, food, or supplies.

UGA Events/Fees – Facility usage for UGA events are priced on a per person basis. See Facility Fees for UGA Units. Continuing Ed reserves the right to make room changes depending on demand. Space cannot be reserved for events more than 6 months in advance. There will be a \$100 no-show fee assessed if reserved rooms are not utilized and CE has not been notified 2 weeks in advance of the cancellation.

Student Learning Center (SLC) – The SLC is used for Academic Programs. Space in the SLC may be available for special events providing an Academic Program is not using the space. Non-University groups contact Continuing Education for more information on SLC usage.

Continuing Education Representative – There may be an additional fee assessed if additional personnel are needed for your event. Examples are IT, security, program monitor, etc. Contact Continuing Ed for pricing.