



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 Flynt Building Other:
 Auditorium Room 219
 Room 119 Room 305
 Room 143 Room 319/ 323
 Room 201 Room 327
 Room 202 Off-Site: _____
 Garden Edu Bldg. (no set-up changes)
 SLC Room (no set-up changes)

Video Conference Start Time _____ Technology / Equipment needs _____

Room Set Up:

Max: 70 Max: 100 Max: 45 Max: 200 Max: 200 Max: 90 Other 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:

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: _____