

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 _____


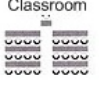




Anticipated Attendance: _____ Start Time: _____ End Time: _____

Rooms: Stuckey Building Flynt Building Other:

Check **ALL** rooms that are needed

<input type="checkbox"/> Auditorium	<input type="checkbox"/> Room 219	<input type="checkbox"/> Off-Site: _____
<input type="checkbox"/> Room 119	<input type="checkbox"/> Room 305	<input type="checkbox"/> Garden Edu Bldg. (no set-up changes)
<input type="checkbox"/> Room 143	<input type="checkbox"/> Room 319/ 323	<input type="checkbox"/> SLC Room (no set-up changes)
<input type="checkbox"/> Room 201	<input type="checkbox"/> Room 327	104, 105
<input type="checkbox"/> Room 202		

Room Set Up:

 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	Number of Round Tables: _____
Max: 70	Max: 100	Max: 45	Max: 200	Max: 200	Round Tables	

BREAKS & FOOD ARRANGEMENTS: Contact: June Leary (770-228-7265) Hrs. 8:30 am – 2:00 p.m.

BREAKS		Time (AM)	Time (PM)	
<input type="checkbox"/>	<input type="checkbox"/>	* Fees assessed on a per person basis:		
<input type="checkbox"/>	<input type="checkbox"/>	Coffee only (\$4.00 p/p)		
<input type="checkbox"/>	<input type="checkbox"/>	Coffee / Water /Hot Tea on request (\$4.50 p/p)		
<input type="checkbox"/>	<input type="checkbox"/>	Coffee, Soda, Water (\$ 5.00 p/p)		
<input type="checkbox"/>	<input type="checkbox"/>	Coffee / Water w/Pastries (\$6.00 p/p)		
<input type="checkbox"/>	<input type="checkbox"/>	Sodas / Water w/ Cookies (\$6.00 p/p)		
<input type="checkbox"/>	<input type="checkbox"/>	Sodas / Water w/Cookies & Chips (\$6.50 p/p)		
<input type="checkbox"/>	<input type="checkbox"/>	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

*** 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.**

Notes or Special Instructions:

Audio/Visual Needs:

Facility Rental Fee: _____

Set-Up/Take Down Fee: \$ _____

University of Georgia - Griffin Campus Conference Facilities Usage Fees

ROOM	THEATRE	CLASSROOM/CHEVRON	BANQUET/ CONFERENCE	U-SHAPE/ HOLLOW RECTANGLE	TOTAL SQ. FT.	DAILY RENTAL FEE
Stuckey Auditorium (With Prep. Kitchen)	280	120	240	45	3731 (Kitchen excluded)	\$600.00
Stuckey 119	20	12	12	10	327	\$100.00
Stuckey 143	10	10	N/A	N/A	252	\$75.00
Stuckey 201	25	25	N/A	N/A	800	\$125.00
Stuckey 202	42	42	N/A	N/A	900	\$125.00
SLC 104 Classroom Set-up	130	N/A	N/A	N/A	TBD	\$550.00
SLC 105 Classroom Set-up	68	N/A	N/A	N/A	TBD	\$300.00
Flynt 219 (Board Room w/Video Conferencing)	N/A	N/A	24 (Additional 16 on Perimeter)	N/A	560	\$150.00
Flynt 305 (Tiered Classroom)	N/A	44	N/A	N/A	1058	\$275.00
Flynt 319/323	36	36	N/A	16	526	\$175.00
Flynt 327 (Computer Lab - 22 Computers)	N/A	22	N/A	N/A	751	\$250.00
Garden Education Building	42	42	30	30	1314	\$375.00

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.