

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: _____

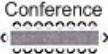
Billing Address: _____ City/State/Zip: _____

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

Rooms: Check **ALL** rooms that are needed

Stuckey Building	Flynt Building	Other:
☐ Auditorium	☐ Room 219	☐ Off-Site: _____
☐ Room 119	☐ Room 305	☐ Garden Edu Bldg. (no set-up changes)
☐ Room 143	☐ Room 319/ 323	☐ SLC Room (no set-up changes)
☐ Room 201	☐ Room 327	104, 105
☐ Room 202		

Room Set Up:

 ☐	 ☐	 ☐	 ☐	 ☐	 ☐	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)
AM	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: _____

Set-Up/Take Down Fee: \$ _____