

## 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*

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