

# Frank Stronach Plant Science Center

2556 W. Hwy. 318

Citra, FL 32113

(352) 591-2678 email: stacis@ufl.edu

## Reservation Request

Please complete the form and return to Staci Sanders via email stacis@ufl.edu or Fax (352)591-1578.

Name of Event/Course Number		Hosting Organization/Department	
Primary Contact Name		Email	
Phone (office & cell)		Address	

1. Briefly describe the purpose of event.

2. Which rooms would you like to request?

	Dates Requested	Times Requested
Room 105, 108 & 109		
Room 105		
Room 108		
Room 109		
Outdoor Pavilion		

3. Do you require additional set-up or clean-up time? Please indicate when you will need access to the facility.

4. Is your event co-sponsored?

5. Will the primary contact on this form be present at the day of the event? If not, who will act as event manager ensuring all aspects of the event comply with the center's guidelines and policies?
  
6. What is the total number of expected participants? When do you expect to have an accurate estimate?
  
7. Parking - How many cars are you expecting?
  
8. Will your group need extra security?
  
9. Food and Beverage-
  - a. Describe any meals or refreshments you plan to serve
  
  - b. Do you plan to use a caterer? If so, what is the company name?\*
  
10. Room Configurations
  - a. Please describe your intended room layouts. Will you require layout changes during the event?
  
  - b. Will you be using any rental equipment?\*
  
11. Audio Visual Services
  - a. Please indicate your audio visual needs:
 

Lectern Microphone	Lapel or wireless Microphone
Projector	Polycomm
Smartboard	Other
  
12. Please attach a copy or briefly list your agenda below. We understand things will change but this will help us ensure your meeting space needs are met.

13. Will you require tour transportation?

**I understand this is only a request form. No reservation is confirmed on the calendar until an email confirming my reservation is received from the facility coordinator. I acknowledge that I have read, understood, and agree to the Frank Stronach Plant Science Center reservation guidelines and policies.**

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\* All vendors conducting business on University of Florida property must provide evidence of an up-to-date Certificate of Liability Insurance. This includes any business serving or delivering food to the Frank Stronach Plant Science Center.