

**Conference Center  
Reservation Request**

Please complete this form and return to PSREU via email at [psreu-conf@ifas.ufl.edu](mailto:psreu-conf@ifas.ufl.edu).

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

1. Briefly describe the purpose of the event:

2. Which rooms would you like to request?

	<b>Dates Requested</b>	<b>Times Requested</b>
Room 105, 108 & 109		
Room 105		
Room 108		
Room 109		
Outdoor Pavilion		

3. Do you require additional setup 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 on 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 - Please indicate your audio/visual needs:

Lectern Microphone  
Projector

Lapel or Wireless Microphone  
Polycomm

Projector  
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 Plant Science Center reservation guidelines and policies.**

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Name

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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 businesses serving or delivering food to the Plant Science Center.