Room Reservation Form

**Please instruct participants to park in the large lot on University Drive (at the Main Entrance.)**

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:  
Acct to be paid from:

Start Time:  
End Time:

Rooms:  
Stuckey Building
- Auditorium
- Room 119
- Room 143
- Room 201
- Room 202

Flynt Building
- Room 219
- Room 305
- Room 319/323
- Room 327

Other:
- Pavilion
- Off-Site:
- Garden Edu Bldg.
- SLC Room (no set-up changes)

Zoom  
Tandberg (check one)  
If Zoom-- enter the 9-digit meeting ID emailed to you ___________

**You MUST have the 9-digit Zoom ID to connect to your Zoom meeting**

Video Conference Start Time________  
Technology / Equipment needs________

Room Set Up:

Chevron
- Max: 70

Classroom
- Max: 100

U-Shape
- Max: 45

Conference
- Max: 200

Thaler
- Max: 200

Spoke
- Max: 90

Other Set Up

BREAKS & FOOD ARRANGEMENTS:  
Contact:  
June Leary (770-228-7265)  
Hrs. 8:30 am – 12:00 p.m.

** Fees assessed on a per person basis:  
Notes or Special Instructions:

AM   PM
- Coffee only ($2.00 p/p)
- Coffee / Hot Tea / bottled water ($2.50 p/p)
- Full Beverage (coffee, soda, water) ($3.00 p/p)
- Full beverage w/pastries ($4.00 p/p)
- Full beverage w/cookies ($4.00 p/p)
- Full beverage w/salty items ($4.00 p/p)
- Full beverage w/pastries & Bagels, Cream Cheese (Toaster set-up) ($5.00 p/p)
- Full beverage w/cookies & Salty Items (chips, nuts, pretzels, trail mix) ($5.00 p/p)
- Full beverage w/pastries, Bagels, Cream Cheese & 2 fruits (bananas, apples, pears, grapes, etc) ($5.50 p/p)
- Cheese tray, fruit tray, & assorted meat tray (Mkt price)

MEAL  
Time:
- Tablecloths  
- Disposable  
- Cloth

* Prices are provided as a guide to assist in planning your budget. Prices are subject to change without notice.

Facility Fee Per Person $______________________  
Service Fee Per Person $______________________

Revised 8/15/2017