

HOW TO RESERVE ROOM FOR MC MEETING

1. <http://www.union.ufl.edu/>
2. Event Planning --> Event Services -> Under Event calendar, Check availability
3. On Left Scroll to the Date you are interested in
4. Look for a room with seating capacity of 15 or More. Once you identify the room, Go back to <http://www.union.ufl.edu/eventservices/>
5. Under FORMs, Click Room Request and Fill the form as shown below

EVENT SERVICES

Event Services

- Event Checklist
- Terms & Conditions
- Rates
- Pictures
- Contact Us

Events Calendar

- Today's Events
- Browse Events
- Check Availability

Forms

- Room Request
- Authorized Contact Form
- Cancellation Form

At The Union

- Catering
- Copy Center
- Hotel
- Restaurants

Additional Resources

- Building Map
- Directions & Parking
- Internet Access
- Outside Vendors

Tobacco Free

Room Request Form

Organization:	<input type="text" value="Mayors' Council"/>
Contact Person:	<input type="text" value="Neha Lodha"/>
Position/Title:	<input type="text" value="Secretary"/>
Phone:	<input type="text" value="392-2161 X 10112"/>
Email: (students must provide a UF email address)	<input type="text" value="lodhaneha@ufl.edu"/>
Address:	<input type="text" value="278 Corry Village Apt 11"/>
City:	<input type="text" value="Gainesville"/>
State:	<input type="text" value="FL"/>
Zip:	<input type="text" value="32603"/>

Some equipment and rooms have rental fees associated with them. Please indicate the method of payment for your group in case there are charges for the room or equipment you reserve.

Student Organization
(Must be a registered organization with the [Center for Student Involvement](#))

SAR (SG funded organizations obtain blue slip from SG Finance)

Direct Bill

Provide Billing Address:

UF Department

Non-UF (payment is due within 30 days of receipt of invoice)

Event Title:
(as it is to be displayed throughout the building)

Mayors Council Meeting

Event Type:

Meeting

Expected attendance:

15

Is a ticket, registration, conference, admission, vendor or similar fee charged or a donation requested from participants?

Yes No

If non-UF individuals are attending, will they require internet access?

Yes No

Will your event involve music, singing or amplified sound?

Yes No

Are you planning to serve food and/or beverages?

Yes No

Are you planning to serve alcohol?
(Alcohol Policy)

Yes No

Event Description and Purpose

Biweekly Mayors Council Meeting

If the exact room is not available, may we substitute a comparable room?

Yes No

For student organization blanket meeting room reservations, is the meeting time flexible?

Yes No

Instructions for selecting Locations, Dates and Times

- Select a room preference room from the drop down list.
- The drop down box defaults to 'No Preference' in which case we will search for a room based on your expected attendance.
- If you do not have a preferred room but need a specific type of room (i.e. ballroom, meeting room, outside area, etc.) then select that room type from the list and we will search for a room based on your expected attendance.
- To add another date or time for the same room click 'Add Date/Time'. Selecting 'Clear Date/Times?' will clear the date/time but keep the location.

- Selecting 'Remove Last Room' will remove the information for the last room on the list.

Location:

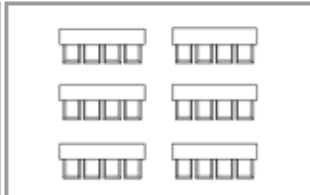
Date: Starts: : Ends: :

If necessary, please provide a description of your event. If your event requires multiple rooms on the same day but you did not select specific locations please provide the number of meeting rooms needed.

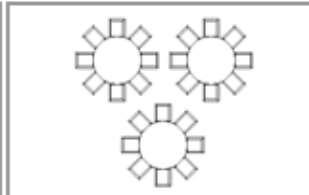
Please select type of seating needed



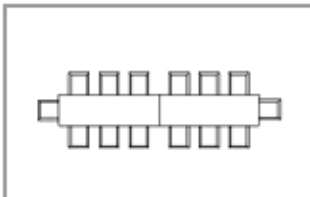
Theatre Style
(Individual Chairs)



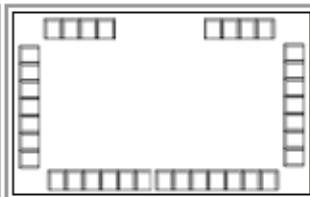
Classroom Style



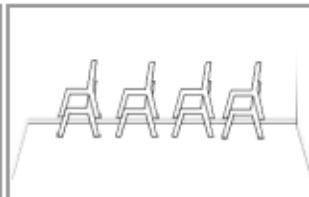
Banquet Style



Conference Table



Reception



Stacked Chairs

How much setup/decorating time do you need? Hours

How much cleanup time do you need? Hours