

Today's Date _____

College of Veterinary Medicine
CVM Affiliated Groups
Facilities Use Request

Contact Name _____

Organization _____

Address _____ Phone _____

City _____ State _____ Zip _____

Email _____

Date of event _____ Number of participants _____

Banner Account to be charged _____

Will food be served? Yes _____ No _____

<input type="checkbox"/> Seminar Room (A1446)	Start Time _____	End Time _____	Fee* _____
<input type="checkbox"/> Tait Butler (L2005)	Start Time _____	End Time _____	Fee* _____
<input type="checkbox"/> Auditorium (L2018)	Start Time _____	End Time _____	Fee* _____
<input type="checkbox"/> Foyer 1	Start Time _____	End Time _____	Fee* _____
<input type="checkbox"/> Foyer 2	Start Time _____	End Time _____	Fee* _____
<input type="checkbox"/> Pegasus Dining Room	Start Time _____	End Time _____	Fee* _____
<input type="checkbox"/> Private Dining Room	Start Time _____	End Time _____	Fee* _____
<input type="checkbox"/> Patio	Start Time _____	End Time _____	Fee* _____

IT/Custodial (fee may apply)

A \$40.00 deposit is required to reserve CVM facilities. CVM requires at least 24 hour cancellation notice. If the reservation is not canceled at least 24 hours prior to the event, a \$25.00 cancellation fee will be charged. **Groups not canceling reservations involving equipment charges and/or special labor within 24 hours prior to the event will be responsible for all event charges. *CVM affiliated groups will NOT be charged the \$20/hour (minimum 2 hour) fee as set forth above (13 a) Monday 7AM through Friday at 5PM if the room is left in a clean and acceptable manner. The fees WILL BE CHARGED if the group is 100 participants (or greater) or the room is found unacceptable by custodial services.**

Signature _____ Date _____

Copy sent to:

- Facilities – Roy Watkins Date _____
- Custodial – Dotty McLean Date _____
- IT Dept. – Michael Dawkins Date _____ Deposit Received by: _____