

Reservation Form

Humanities Conference Room Royce Hall, Room 314

Event Date:

Event Start Time:

Reservation Start Time:

Reservation End Time:

Name of Event (for Events Online Registration):

Name of Sponsoring Department:

Department Contact Name:

Department Contact Email:

Phone:

Registered Events Online Contact Name (Required):

On-Site Event Contact Name:

On-Site Event Contact Email:

Phone:

Type of Event (e.g. Seminar, Reception):

Number of Attendees:

Room Rental Fee: \$250 per day (or any portion thereof)

Cancellations:

- 31 or more days prior to rental date, no charge
- 15 to 30 days prior to rental date, 25% rental cost
- 8 to 14 days prior to rental date, 50% rental cost
- 7 days or less prior to rental date, 100% rental cost

Damages: The unit renting this room is liable for repair costs for damages to any university equipment, or facilities. *Do not* post signs on walls in Royce Hall rooms, halls, and stairs or make any alterations or additions to the premises

Billing Information: Please complete all Required (*) Fields

*DEPT CODE	*LOC	*ACCOUNT	CC	*FUND	PROJ	*SUB	SOURCE

Funds Numbered 21000-33999 cannot be used!

My signature indicates authorization to use the above FAU to charge the rental fee and that I have read the Terms of Use and will adhere to these policies.

Authorized Signature	Name	Title	Phone	Date