

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: _____

On-Site Event Contact Name: _____

On-Site Event Contact Email: _____ Phone: _____

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

Billing Information: *Please complete all Required (*) Fields*

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

Funds Numbered 21000-33999 cannot be used!

Room Rental Fee: \$125 per day (or any portion thereof)

Cancellations: This reservation must be cancelled at least **2 working days in advance** or the full amount (\$125) will be charged.

Damages: The UCLA Department renting this room is liable for the repair cost for damages to any university property, equipment, or facilities for which it is responsible. Signs cannot be posted on any walls in Royce Hall, including rooms, halls, and stairs. The renter will not make any alterations or additions to the premises.

My signature below indicates that I have read the Humanities Conference Room (Royce 314) Terms of Use at http://cmrs.ucla.edu/royce/info_royce314.html#policies and understand that my department must adhere to these policies.

Authorized Signature	Name	Title	Phone	Date