

Questions?
reservations@digitalworlds.ufl.edu
(352) 294-2020

For Office Use Only
Event Code _____
Account _____

UNIVERSITY OF FLORIDA
DIGITAL WORLDS INSTITUTE

FACILITY REQUEST FORM

Please READ and FILL OUT this form COMPLETELY, ONE FORM per ONE EVENT. If the facility is available, DW will return a CONFIRMED RESERVATION AGREEMENT for your signature.

Today's Date _____ Requestor _____ Group Organizer/Contact _____
College/Group Name _____
Name of Event _____
Facility:

- | | |
|-----------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Polymodal Immersive Classroom Theater (PICT) | <input type="checkbox"/> Digital Media Suite (DMS) |
| <input type="checkbox"/> Virtual Prod Studio w/ Green/white Cyc | <input type="checkbox"/> SAGE Lab (CSE 413) |
| <input type="checkbox"/> Research and Development studio (RAD) | <input type="checkbox"/> REVE Computer Cluster (RCC) |

Requested Host: _____

Requested Date(s) of Event _____ Event Begin: _____ Date _____ Time _____

Event End: _____ Date _____ Time _____

Short description of Project and Purpose: _____

(Type of Usage) Activities during the event: _____

Number of Requestor's Staff to be involved: _____ Approximate number of Attendees: _____

Will people unaffiliated with the University be participating? If YES, please explain their affiliation with your organization.

Will you be using YOUR computer or OURS? _____

What SOFTWARE will you be using? _____

Equipment & Technical Needs: _____

- | | | | | | |
|---------------------------------------|--------------------------------------------|---------------------------------------|------------------------------------------|-------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Projector(s) | <input type="checkbox"/> White Screen | <input type="checkbox"/> Lighting Kit | <input type="checkbox"/> Green Screen | <input type="checkbox"/> Audio | <input type="checkbox"/> Computer Cluster |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Laptop Connection | <input type="checkbox"/> AV Recording | <input type="checkbox"/> Mini DVD camera | <input type="checkbox"/> Microphone | <input type="checkbox"/> DVD |
| <input type="checkbox"/> MAC | <input type="checkbox"/> Video Conference | <input type="checkbox"/> PC | <input type="checkbox"/> Internet Access | <input type="checkbox"/> Tripod | <input type="checkbox"/> Other |
- (AG, inSORS, Polycom)

GENERAL RULES:

This is a REQUEST form ONLY.

- There will be NO UNAUTHORIZED ALCOHOL, FOOD, or DRINK of any kind allowed in the facility.
- You MUST be out of the facility at the scheduled conclusion of your event.
- If there is any damage to the facility and/or if the facility is not cleaned properly, the costs of the repairs and/ or clean-up will be charged to the group.
- An INSURANCE POLICY is required for non-UF entities. The PAYMENT for the policy is NONREFUNDABLE.
- Failure to follow these rules may result in the group forfeiting its privilege to reserve facilities in the future.
- The UF Digital Worlds Institute is NOT LIABLE for any charges incurred by the group reserving the facility for injury to a participant or anyone hired for the event by the group reserving the facility.
- The Group and its guest agree to abide by all of the policies and procedures of the University Of Florida & Digital Worlds Institute Facilities.
- If you are a student and there are damages to the facility or facility not cleaned properly, the costs of the repairs and/or clean up will be charged to the student.

Responsible Party:

Name _____ UF ID Number _____

Phone Number _____ Alternate Phone Number _____

Email Address _____

Instructor (IF STUDENT REQUEST) _____

****BY SUBMITTING THIS FORM YOU ARE AGREEING TO THE RULES AND REGULATIONS OF THE DIGITAL WORLDS INSTITUTE.**

Please submit this form via: **FAX**-(352) 294-2084 **EMAIL**-reservations@digitalworlds.ufl.edu
POST-Digital Worlds Institute, POB 115810, Gainesville, FL 32611-5810

If the facility is available WHEN and FOR the use requested, DW will return a CONFIRMED RESERVATION AGREEMENT (with estimate of charges if applicable) for your signature.