



Room Reservation Request Form

**Submit this completed form to CogginRoomRequest@unf.edu or to the Coggin Dean's Office.*

Event date _____ Start time _____ End time _____

Check box if you have no room preference Requested room(s) _____ Alternate room _____

Department or student organization _____

Name _____

E-mail address _____ Phone _____

Additional contact person _____

E-mail address _____ Phone _____

Event title _____ Expected # attendees _____

Provide a brief description of the event.

A faculty member or advisor will attend this **entire** event? Yes No

Faculty or advisor who will attend the event _____

Please initial next to the following statements:

I understand a faculty member **must be at the entire event** to use the podium technology. _____

I understand that, by making this reservation I, or the second contact, must be at the event and have a student ID so we can verify the correct group is using the room. _____

I understand it is **my responsibility** to make sure the room is cleaned and put back to its original condition after the event is done.

Failure to secure the room and equipment, and/or a failure to ensure the room is clean, may result in the organization losing future use of Coggin facilities.

By typing your name below, you agree to the above terms.

Signature: _____

Room Descriptions and Capacity

Location	Description	# of Seats
42/1020	Large "Stein" Auditorium *	232
42/1101	General Purpose Classroom	43
42/1102	General Purpose Classroom	43
42/1105	General Purpose Classroom	43
42/1111	General Purpose Classroom	43
42/1113	General Purpose Classroom	43
42/1114	General Purpose Classroom	43
42/1116	General Purpose Classroom	54
42/2124	General Purpose Classroom	38
Pavilion	Coggin Sheffield Pavilion	N/A

* Contact the Dean's Office (42/2010) for use of the "Stein". 904-620-2590