



**Reservation Form
(Please Print)**

Event Title: _____ Date of Function: _____
Group Name: _____ Time of Function: _____ to _____
Type of Event: _____ Setup/breakdown time: _____ Minutes
Contact Name: _____ Contact Number: _____
Contact Address: _____ Contact E-mail: _____
Advisor Signature: _____ Advisor Phone: _____
Expected Attendance: _____

Please give a brief (25 words max.) description of your event: _____

Room Choice—See information sheet for rooms and descriptions.

First: _____ Second: _____ ___No Preference

NOTE: While we will try to accommodate your preferences, you may be assigned to any room that meets your requirements. Please check the room listed on your confirmation.

Standard Custom Room Setup type—See information sheet for diagrams

___Auditorium ___Classroom ___Conference ___Banquet ___Fair/Exhibit
___Other(including stage or dance floor setup, must speak with representative)

Equipment Requested (fees may apply)

Non-A/V equipment:

___Registration table ___Tabletop Lectern ___Floor-length Podium

A/V equipment:

___Projector with DVD/VHS ___ Projector with Computer Hookups (Computer NOT provided)
___TV with DVD/VCR ___Overhead Projector ___PA system ___ # mics
___Custom A/V Setup(must speak with rep)

Catering

Will you be having your event catered? ___yes ___no
For Catering, you must call Chartwells Services at 250-3850. (please continue OVER)

Recurring Events

Start Date: _____ End Date: _____

Frequency:

Weekly: Day of week: _____

Monthly Day of month: _____

Other Explain: _____

I understand my responsibilities in reserving this space:

_____ Date: _____

(Signature)

Highsmith Reservations Office use ONLY

Received/Recorded by: _____ Date: _____

Entered by: _____ Date: _____ EMS Res. No.: _____

Added to Master Calendar by: _____ Date _____

Work order needed, attach work order. Work order confirmed. Date: _____

Notes: _____

Please call 828/250-3864 with any questions.

Highsmith University Union
Reservations & Operations Office, HU 251, CPO#1200
One University Heights, Asheville, NC 28804

www.unca.edu/highsmith/reservations.html