

# MREC Room Reservation Request Form

Program Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Date(s): \_\_\_\_\_ Start Time(s): \_\_\_\_\_ End Time(s): \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

If the requested dates are not available, what other dates and times work for you?

\_\_\_\_\_

Will your event be catered? Yes  No  TBD

If so, caterer name and arrival time: \_\_\_\_\_

Contact Name for Reservation and/or Invoicing: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Have you used our facilities in the past? Yes  No

## MREC Room Rental Rates and Capacities

| Room                    | Capacity | Hourly Rate (3 hour minimum) |
|-------------------------|----------|------------------------------|
| Auditorium              | 120      | \$75 (\$225)                 |
| B-111 (Classroom)       | 42       | \$50 (\$150)                 |
| B-103 (Conference Room) | 8        | \$25 (\$75)                  |
| B-108 (Lab)             | 25       | \$50 (\$150)                 |
| B-109 (Lab)             | 25       | \$50 (\$150)                 |
| 183A (Conference Room)  | 12       | \$25 (\$75)                  |
| 183B (Conference Room)  | 12       | \$25 (\$75)                  |
| 185 (Conference Room)   | 30       | \$50 (\$150)                 |

Which room(s) are you interested in renting? \_\_\_\_\_

Any additional comments:

\_\_\_\_\_

## Room Set-Up

The auditorium is a lecture-style setup.

- Please do not rearrange tables. If you do find you will need to do so, please return them to the original setting at the conclusion of your event.
- **An additional fee of \$100** will be charged if the room is not returned to the original setting.

## IT/AV: Presentations, Teleconference & Wi-Fi

Dedicated computers, overhead projectors, and screens are provided in each conference and classroom.

- Presenters bringing laptops will need to bring an HDMI cable to connect to the provided projector or television.
- Guest wireless Internet access is available throughout the campus using UFGuest.
  - Guests will select UFGuest on their device and agree to the terms and conditions

## Food & Catering

MREC does not make food arrangements, but can provide recommendations for outside catering.

- If you arrange for lunch delivery, please dispose of trash in appropriate waste containers and inform our staff, so pick-up of waste can be arranged at no extra charge.
- There are no vending machines on-site, however, for a per-person fee we can provide snack and beverage services that include a variety of individually wrapped snacks, bottled water, soft drinks and coffee with advanced notice.

## Staffing Fees

A \$25 per hour staffing fee is charged outside of normal hours Monday through Friday from 8:00 a.m. to 5:00 p.m. **Staff is not available for evening events.**

## Next Step

Please submit this form via e-mail to Carmen Nazario at [cnazario@ufl.edu](mailto:cnazario@ufl.edu). You will be contacted with further details regarding your reservation shortly afterward.

## Questions or Concerns?

Please contact Carmen Nazario via e-mail at [cnazario@ufl.edu](mailto:cnazario@ufl.edu) (preferred) or call 407-814-6167.

Thank you for choosing to host your event at the Mid-Florida Research and Education Center. We look forward to seeing you soon!