



Puerto Rican/Latin American Cultural Center
 University of Connecticut
 2110 Hillside Road, Unit 3188
 Storrs, CT 06269-3188
 Phone: 860-486-1135
 Fax: 860-486-4642
 Email - prlacc@uconn.edu

Facility Reservation Form

Contact Person: _____
 Sponsoring Organization: _____
 Address: _____
 Phone: _____ Email: _____

Event Information

Facility Requested: Program Room Conference Room Kitchen (Temporary Food Service Permit must be provided to PRLACC)

Name of Event: _____

Date of Event: _____ Times: _____ am/pm to _____ am/pm

Event Type: Meeting Class Lecture Performance Other

For Ongoing Event: Weekly Bi-Weekly Monthly Other
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Beginning Date: _____ **Ending Date:** _____

Estimated Attendance: _____ Set-Up Time: _____ am/pm

What is the purpose of your group/event?

Disclaimer:

PRLACC's events take priority; we may have to cancel your event despite our efforts to accommodate your request. PRLACC reserves the right to determine the appropriate use of our facilities. Reservations for space are group or event specific, and may be changed **only** by PRLACC staff.

Food Service (see "Catering" in policy)

Will food or beverage be served? Yes No

Audio Visual Request* (Circle all that apply) VCR/DVD Overhead LCD Projector**
 CD Player Easel Podium

***PRLACC does not provide laptops, technical support, or supplies. ** There is \$50/hour fee for use.**

KFS Acct: _____ Object Code: _____

Special Instructions/Additional Requirements:

Your signature indicates that you **have read and agree with PRLACC's Facility Use Policy** and that you accept responsibility for the above event(s), which includes, but is not limited to:

- × You are responsible for assisting setting up the furniture in the room, and ensuring the room is cleaned up and returned to its original condition at the end of the event.
- × You are responsible for ensuring that tape, nails, staples, etc. will not be used on facility walls, ceilings, or windows.
- × You are responsible for any damage to PRLACC furnishings, equipment and/or the meeting space itself.
- × You are responsible for bringing your own supplies as PRLACC does not provide any supplies (i.e., markers, flip charts, plates, cups, etc.)
- × You are responsible for providing your own technical support for any of the AV equipment.
- × Unauthorized use of PRLACC equipment or supplies (e.g., computers, copier, fax machine, etc.) is not permitted.

Signature _____ **Date:** _____

Office Use Only
Date Received: _____ Approved by: _____
Date Entered: _____

Revised 8/2014