



University Center at GAYLORD

80 Livingston Blvd., Gaylord, MI 49735
Phone 989-705-3700 Fax 989-705-3703

Commercial
Revised Aug '04

NAME OF ORGANIZATION _____

ADDRESS _____
Street City/State Zip

TELEPHONE _____ FAX _____

PRIMARY CONTACT _____

Email Address _____

EVENT TITLE _____

TECHNICAL CONTACT (ITV or COMPUTER LABS) _____
Name _____
Phone Number _____

DATE OF EVENT _____ Start/End Time _____ # of PEOPLE _____

ROOM REQUIREMENTS - Commercial Rates

(please "X" only one classroom type)	Hourly	1/2 day	Full Day
<input type="checkbox"/> GENERAL PURPOSE CLASSROOM (24-32 people)	20.00	70.00	100.00
<input type="checkbox"/> DOUBLE ROOM (U111/112)	40.00	140.00	200.00
<input type="checkbox"/> Microphone Rental (RECOMMENDED in Double Rm) \$25 per day			
<input type="checkbox"/> CONFERENCE ROOM	20.00	70.00	100.00
<input type="checkbox"/> COMPUTER LAB (24-29 computers) WINDOWS XP, Office XP Additional software can be loaded by UC only, please provide 2 weeks in advance along with valid license agreement.	50.00	175.00	325.00
<input type="checkbox"/> ITV ROOM (Polycom 4000, PRI) (24-35 people)	37.50	127.50	203.00
Dial in: <input type="checkbox"/> MiCTA VPN 380-4091	ITV Tech available \$18 per hour (1 hour minimum)		
<input type="checkbox"/> Over IP 66.129.46.14 U101 66.129.46.10	\$3/hour slow speed (128)		
	\$11/hour medium (384)		
Dial out: <input type="checkbox"/> _____	\$22/hour high speed (768)		
<input type="checkbox"/> ITV or COMPUTER LAB AS CLASSROOM	30.00	105.00	113.00

Please list any specific requirements we may be able to help you with, i.e., special seating arrangements, registration table, catering - full catering information available - please let us know your needs.

Functions will be billed upon completion and payment is due within 30 days of receipt.

Signature/Authorization

Date

Please return this completed form by email to info@ucgaylord.org, fax or mail to the University Center at Gaylord at above information.

Request Form Faxed

Room Reserved

Room # _____

Event Date _____

Organization _____