

**UNIVERSITY OF VIRGINIA
THE ROTUNDA
RESERVATION FORM**

NOTE: Forward completed forms within ten business days of the date request to Rotunda Administration. If a completed form is not received within ten business days, the tentative reservation will be canceled. Confirmed reservations are subject to cancellation. Please review Financial and Administrative Policies and Procedures, Section XV I.1 "Use of Rotunda" and Procedure 15-90 prior to submitting this reservation form. These are the guidelines that govern the use of this facility, and ones you should be familiar with when utilizing the Rotunda.

Event Date: _____

Event Time: _____ (provide start and end times)

Event Title: _____

Type of Event (choose one):

Lecture Meeting Meeting with catering Dinner Reception

Other (please specify): _____

If there is to be a speaker(s), please provide name(s): _____

Will alcohol be served? Yes No If so, will underage guests be present? Yes No

[Note: All events where alcohol will be served, whether department or student sponsored, requires written approval by the Vice President and Chief Student Affairs Officer or her/his designee consistent with the University's alcohol policy. A signed alcohol approval request form should be submitted to the Rotunda, no later than seven days prior to the event.]

Location:

<input type="checkbox"/> Dome Room	<input type="checkbox"/> Lower East Oval Room
<input type="checkbox"/> Board Room	<input type="checkbox"/> North Oval Room
<input type="checkbox"/> Lower West Oval Room	<input type="checkbox"/> Reception Room

Anticipated Number of Attendees: _____

Conference/Audiovisual Equipment/Musical Instruments (if applicable):

[Note: The Rotunda has no conference/audiovisual equipment. Such equipment and musical instruments are to be arranged by the UVa sponsor but requires approval of the Rotunda Administration.]

Description of Event [The description should include a brief explanation of the relationship of the event to the University. Please indicate whether the event is open to the public. If so, a copy of the agenda/program should be provided to Rotunda Administration 24 hours prior to the event. Please indicate if press will be in attendance. A complete description of event is required for confirmation of reservation.]:

UVa Sponsor of the Event [Sponsor/representative MUST BE PRESENT during the event.]:

Sponsor/Representative Name: _____

Sponsor Department or Student Organization: _____

Messenger Mail Address: _____

Phone Number: _____

PTAEO Information: P _____ T _____ A _____

EXP. TYPE _____

O _____

I understand all refreshments must be catered by the University of Virginia's Dining Services. No food or beverages may be brought into the Rotunda from an outside source. No food or drink may be carried from one floor to the next. No furniture or antique furnishings may be moved without permission of the Rotunda Administration. I, as sponsor of the event, agree to abide by the policies of the University of Virginia, and all applicable University and State laws and regulations. Sponsor is responsible for the protection of the Rotunda during the time assigned. If any damages occur, the sponsor is responsible for the costs of the repairs. Sponsor is responsible for following the rules and regulations governing use of the Rotunda (Reference University of Virginia Administrative Policy XV.I.1). If violations occur, future Rotunda use privileges may be suspended. Student organizations are also subject to possible referral to the University Judiciary Committee.

Signature of Sponsor Representative

Date

Signature of Department/Student Organization Head

Date

Department/Student Organization Head (Please print)

Forward completed forms within three weeks of receipt to:

Rotunda Administration
The Rotunda
P. O. Box 400305

APPROVED BY ROTUNDA ADMINISTRATION:

Date

ROTUNDA USAGE FEES

Room	Rate Tier One: Student Organizations/CIO's	Rate Tier Two: University Departments/ Foundations	Rate Tier Three: Non-University Organizations
Dome	\$50	\$200	\$500
Board	\$30	\$100	\$250
Lower East Oval	\$30	\$100	\$250
Lower West Oval	\$30	\$100	\$250
North Oval	\$30	\$75	\$150
Reception	\$30	\$75	\$150

Note: In addition to the rental fee, the group sponsoring the event will be charged \$34 per hour for two security guards, at a minimum of four hours.