



Room Reservation Form

This document is for room requests for the Community Engagement Center. All events are subject to university policies including the Special Event Policy.

Organization Name: _____
 Contact Person: _____
 Phone Number: _____
 Email: _____

Billing Organization Name: _____
 Billing Address: _____
 Billing City, State, Zip: _____
 Student Organization: YES/NO _____

If yes, Advisors' Name: _____

Event Name: _____ Date of Event Contact: _____
 Event Date(s): _____ Date of Event Contact Phone: _____
 Description of Event: _____ Setup Start Time: _____
 Head Count: _____ Event Start Time: _____
 Attendees Charged? YES/NO _____ Event End Time: _____

| Event Services | Yes | No |
|----------------------|--------------------------|--------------------------|
| Catering | <input type="checkbox"/> | <input type="checkbox"/> |
| Room Setup | <input type="checkbox"/> | <input type="checkbox"/> |
| Technical Assistance | <input type="checkbox"/> | <input type="checkbox"/> |
| HDMI Cable | <input type="checkbox"/> | <input type="checkbox"/> |
| Clicker | <input type="checkbox"/> | <input type="checkbox"/> |
| Projector | <input type="checkbox"/> | <input type="checkbox"/> |
| Microphone | <input type="checkbox"/> | <input type="checkbox"/> |

| Room (Standard Set up) | | Room (Non-standard Set Up) | |
|--|--------------------------|---|--------------------------|
| Room 106 (Rounds - 32 capacity) | <input type="checkbox"/> | Room 106 (Theater - 66 capacity) | <input type="checkbox"/> |
| Room 108 (Rounds - 64 capacity) | <input type="checkbox"/> | Room 106 (Boardroom - 20 capacity) | <input type="checkbox"/> |
| Room 109 (Rounds - 64 capacity) | <input type="checkbox"/> | Room 108 (Classroom - 44 capacity) | <input type="checkbox"/> |
| Room 108 and 109 (Rounds - 144 capacity) | <input type="checkbox"/> | Room 108 (Theater - 135 capacity) | <input type="checkbox"/> |
| Room 126 (Classroom - 34 capacity) | <input type="checkbox"/> | Room 108 (Boardroom - 34 cap) | <input type="checkbox"/> |
| Room 128 (Classroom - 34 capacity) | <input type="checkbox"/> | Room 109 (Classroom - 44 capacity) | <input type="checkbox"/> |
| Room 130 (Classroom - 34 capacity) | <input type="checkbox"/> | Room 109 (Theater - 135 capacity) | <input type="checkbox"/> |
| Room 132 (Classroom - 34 capacity) | <input type="checkbox"/> | Room 109 (Boardroom - 34 capacity) | <input type="checkbox"/> |
| Room 138 (Boardroom - 14 capacity) | <input type="checkbox"/> | Room 108 and 109 (Classroom - 118 capacity) | <input type="checkbox"/> |
| Room 168 (Boardroom - 14 capacity) | <input type="checkbox"/> | Room 108 and 109 (Theater - 270 capacity) | <input type="checkbox"/> |
| Room 105 (Rounds - 32 capacity) | <input type="checkbox"/> | Room 108 and 109 (Boardroom - 90 capacity) | <input type="checkbox"/> |
| | | Room 105 (Theater - 66 capacity) (Boardroom 20 capacity) | <input type="checkbox"/> |

- * Printing services available up on request
- * Please attach meeting agenda if possible
- * You are responsible for the cleanup of the area
- * The facility and equipment must be restored to the original condition. The User is responsible for all reasonable repairs including parts and labor should malfunction or damage occur during the borrowing period.
- * If for any reason you will **NOT** be using your meeting/event room, please email CEC@uww.edu at least 3 business days prior to the event date to cancel your reservation.



Room Rates

**RATES ARE SUBJECT TO CHANGE

| Room Description | Size (Sq Ft) | Rounds | Theater | Classroom | Not for Profit | For Profit |
|---|--------------|--------|---------|-----------|----------------|------------|
| 105 - Small meeting room (can be combined w/ 106) | 732 | 32 | 66 | 44 | \$125 | \$150 |
| 106 - Small Meeting room (can be combined w/ 105) | 751 | 32 | 66 | 44 | \$125 | \$150 |
| Combined 105 / 106 | 1,483 | 64 | 132 | 44 | \$200 | \$250 |
| 108 Large Meeting room (can be combined w/ 109) | 1,478 | 64 | 135 | 44 | \$200 | \$250 |
| 109 Large Meeting room (can be combined w/ 108) | 1,478 | 64 | 135 | 44 | \$200 | \$250 |
| Combined 108 / 109 | 2,956 | 144 | 270 | 118 | \$350 | \$450 |
| 107 - Prefunction space | 1,761 | N/A | N/A | N/A | \$150 | \$200 |
| 126 - Classroom / Computer Lab / Breakout Room | 968 | N/A | N/A | 34 | \$125 | \$150 |
| 128 - Classroom / Computer Lab / Breakout Room | 968 | N/A | N/A | 34 | \$125 | \$150 |
| 130 - Classroom / Computer Lab / Breakout Room | 975 | N/A | N/A | 34 | \$125 | \$150 |
| 132 - Classroom / Computer Lab / Breakout Room | 969 | N/A | N/A | 34 | \$125 | \$150 |
| 138 - Conference Room | 208 | N/A | N/A | N/A | \$75 | \$100 |
| 168 - Conference Room | 415 | N/A | N/A | N/A | \$100 | \$125 |

** NO COST FOR CAMPUS RELATED EVENTS

** SURCHARGE FOR ROOMS THAT NEED TO BE SET UP DIFFERENTLY (105,106, 108, 109 HAVE ROUNDS) (126,128,130,132 HAVE CLASSROOM SET UP)

| | |
|--|-----------|
| On-site staff person (guides guests, A/V support, etc) | \$20/hr |
| Lavelier Microphone | \$25 |
| Handheld Microphone | \$25 |
| Clicker | \$5 |
| HDMI to HDMI Cable | \$5 |
| HDMI to Display Port Cable | \$5 |
| Extension Cord | \$5 |
| Power Strip | \$5 |
| Sticky Easel Paper (incl. marker) | \$3/sheet |
| Directional Signage for Event Guests (6 Paper signs) | \$15 |

**You are welcome to bring your own signage
**Each group responsible for all clean up

Unparalleled resources for successful meetings and events to help move our community forward.

1260 West Main Street, Whitewater, WI 53190
262.472.1182
cec@uww.edu