

UNIVERSITY OF FLORIDA
DIGITAL WORLDS INSTITUTE
FACILITY REQUEST CHECKLIST

Do you want to have an event in a Digital Worlds facility? Here's how to do it.

Step 1 – Fill out one of our REQUEST forms to find out facility AVAILABILITY

If you are a STUDENT fill out: STUDENT REQUEST FORM

Step 2 – Turn in REQUEST Form

FAX – (352) 294-2084 EMAIL – reservations@digitalworlds.ufl.edu
POST – Digital Worlds Institute, POB 115810, Gainesville, FL 32611-5810

Step 3 – If facility is available, DW sends you a CONFIRMED RESERVATION AGREEMENT

Step 4 – Sign and return CONFIRMED RESERVATION AGREEMENT

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Step 5 – Your Reservation is CONFIRMED.

If you have to reschedule or cancel your reservation, there may be a charge.

Cancellation and Refunds will be billed in accordance with DW Policies and Procedures
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If you have questions, please contact us:

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