

Questions?  
reservations@digitalworlds.ufl.edu  
(352) 294-2020

For Office Use Only  
Event Code \_\_\_\_\_  
Account \_\_\_\_\_

UNIVERSITY OF FLORIDA  
DIGITAL WORLDS INSTITUTE  
**FACILITY REQUEST FORM**

Please READ and FILL OUT this form COMPLETELY, ONE FORM per ONE EVENT. If the facility is available, DW will return a CONFIRMED RESERVATION AGREEMENT for your signature.

Today's Date \_\_\_\_\_ Requestor \_\_\_\_\_ Group Organizer/Contact \_\_\_\_\_

College/Group Name \_\_\_\_\_

Name of Event \_\_\_\_\_

Facility:  REVE  NAVE Lab (413 CSE)  
 Polymodal Immersive Theater (PIT)  
 Virtual Production Studio w/ Green Screen (VPS)  
 Digital Media Suite (DMS)  
 REVE Computer Cluster (RCC)

Requested Host: \_\_\_\_\_

Requested Date(s) of Event \_\_\_\_\_ Event Begin: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Event End: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Short description of Project and Purpose: \_\_\_\_\_

(Type of Usage) Activities during the event: \_\_\_\_\_

Number of Requestor's Staff to be involved: \_\_\_\_\_ Approximate number of Attendees: \_\_\_\_\_

Will people unaffiliated with the University be participating? If YES, please explain their affiliation with your organization. \_\_\_\_\_

Will you be using YOUR computer or OURS? \_\_\_\_\_

What SOFTWARE will you be using? \_\_\_\_\_

Equipment & Technical Needs: \_\_\_\_\_

Projector(s)  Computer Cluster  Lighting Kit  Green Screen  Audio  VHS  
 Podium  Laptop Connection  AV Recording  Mini DVD camera  Microphone  DVD  
 White Board  Video Conference (AG, inSORS, Polycom)  PC  Internet Access  Tripod  Other

**GENERAL RULES:**

- A. There will be NO UNAUTHORIZED ALCOHOL, FOOD, or DRINK of any kind allowed in the facility.
- B. You MUST be out of the facility at the scheduled conclusion of your event.
- C. If there is any damage to the facility and/or if the facility is not cleaned properly, the costs of the repairs and/ or clean-up will be charged to the group.
- D. An INSURANCE POLICY is required for non-UF entities. The PAYMENT for the policy is NONREFUNDABLE.
- E. Failure to follow these rules may result in the group forfeiting its privilege to reserve facilities in the future.
- F. The UF Digital Worlds Institute is NOT LIABLE for any charges incurred by the group reserving the facility for injury to a participant or anyone hired for the event by the group reserving the facility.
- G. The Group and its guest agree to abide by all of the policies and procedures of the University Of Florida & Digital Worlds Institute Facilities.
- H. If you are a student and there are damages to the facility or facility not cleaned properly, the costs of the repairs and/or clean up will be charged to the student.

**Responsible Party:**

Name \_\_\_\_\_ UF ID Number \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Instructor (IF STUDENT REQUEST)

**\*\*BY SUBMITTING THIS FORM YOU ARE AGREEING TO THE RULES AND REGULATIONS OF THE DIGITAL WORLDS INSTITUTE.**

Please submit this form via: **FAX**-(352) 294-2084 **EMAIL**-reservations@digitalworlds.ufl.edu  
**POST**-Digital Worlds Institute, POB 115810, Gainesville, FL 32611-5810

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