

Questions?
reservations@digitalworlds.ufl.edu
(352) 294-2080

UNIVERSITY OF FLORIDA
DIGITAL WORLDS INSTITUTE

For Office Use Only

Event Code _____
Account _____

STUDENT 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 (with estimate of charges if necessary) for your signature.**

Today's Date _____ Student Organizer (group leader) _____

Name of Student(s) _____

Class _____

Instructor _____

Requested FACILITY: **REVE** Virtual Production Studio w/ Green Screen (VPS) **NAVE** NAVE Lab (413 CSE)

Polymodal Immersive Theater (PIT)

Digital Media Suite (DMS)

REVE Compute Cluster (RCC)

Anticipated Host: _____

Requested DATE(s) of Use _____

Start time: DATE _____ TIME _____

End time: DATE _____ TIME _____

(Type of usage) Short description of project and purpose:

Approximate Number of Attendees: _____

Will people unaffiliated with your class or the University be participating? If YES, please explain their affiliation with your project.

Will you be using YOUR computer or OURS? _____

What SOFTWARE will you be using? _____

Equipment & Technical needs: _____

<input type="checkbox"/> Projector(s)	<input type="checkbox"/> Compute Cluster	<input type="checkbox"/> Lighting Kit	<input type="checkbox"/> Green Screen	<input type="checkbox"/> PC	<input type="checkbox"/> White Board
<input type="checkbox"/> DVD	<input type="checkbox"/> Laptop connection	<input type="checkbox"/> AV Recording	<input type="checkbox"/> MiniDV Camera	<input type="checkbox"/> Podium	<input type="checkbox"/> Other
<input type="checkbox"/> VHS	<input type="checkbox"/> Access Grid (Video Conference)	<input type="checkbox"/> Internet Access	<input type="checkbox"/> Tripod	<input type="checkbox"/> Audio	

- 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 agreed use time.
 - 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 Student.
 - D. Failure to follow these rules may result in the Student forfeiting their privilege to reserve Facilities in the future.
 - E. The UF Digital Worlds Institute is NOT LIABLE for any charges incurred by the group reserving the Facility or injury to a participant or anyone hired for the use by the Student using the Facility.
 - F. The Student and their guests agree to abide by all of the policies and procedures of the Digital Worlds Institute Facilities.

Student Signature

UF ID Number

Phone Number

Alternate Phone Number (cell or home)

E-mail address

Instructor Signature

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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