

Please read the entire **Terms and Conditions** and [Reservation Rates](#) before submitting your request.

Terms and Conditions

Reservations

All reservations are accepted on a first come, first served basis. Priority is given only to regular University and/or Union functions based on the University calendar, i.e. Leagues, GatorNights, etc. Requesting a reservation does not insure that you have a reservation. A Reservation Confirmation will be e-mailed when the reservation is reviewed and accepted. It is a good practice to keep the confirmation until after the event.

If you have more than 150 people, you may want to consider renting the whole Game Room. If you do not want to rent the whole Game Room then the maximum amount of bowling lanes we will reserve at one time is 8. The maximum amount of pool tables we reserve at one time is 6. The area also cannot be reserved for before or after our hours of operation.

We reserve to groups larger than 15 people and require that a reservation be requested at least 5 days prior to the event. We do not reserve any part of the Game Room after 7:30pm on Fridays. A reservation cannot continue past 7:30pm on Friday.

If this event is being paid for with UF Student funds, you will get the UF Student rate. If it is non-UF student funds paying for the event, you will be charged Non-student rates. Departments and staff are considered non-students. UF Students pay an activity fee that partly comes to the Reitz Union and they are given a discount due to this activity fee. Everyone else pays Non-Student rates.

Please be sure to cancel any lanes or tables that you do not plan to use as soon as possible. All reservations will be charged a minimum of 30 minutes for all lanes and tables reserved and not canceled at least 24 hours in advance.

No shows will be reported to the Game Room Manager. After two reported no shows the Game Room reserves the right to not reserve to that group in the future.

If you are late and you have not started using your lanes/tables or some of your lanes/tables 20 minutes after the start of your reservation and we need them for other customers, we may start handing those lanes out to other customers. If those lanes become available later and you would like to use them, you can use them at the reservation rate.

We recommend that if you are making the reservation for younger children that you have not more than 4 or 5 children per lane. If you have older children (over 10) or adults, it is your choice how many people per lane up to 8 people per lane. This may however cause them not to get much bowling done in the time allotted. You can comfortably put 5 - 6 people on a lane.

Bumpers are to be used by children the age 12 and under only.

Program Planning Form / Permit - Student Organizations

All registered UF student organizations are **REQUIRED** to complete an event permit through GatorConnect, orgs.studentinvolvement.ufl.edu, for any on-campus event other than a general body meeting. If you cannot find this form please contact Student Engagement's Office of Event Services. All event permits should be submitted at least 15 business days prior to your event. Failure to obtain the permit or final approval could result in the cancellation of your event.

Billing

UF Students (non-registered Student Organizations): can pay by cash or credit card the night of the event. You must present your valid UF Student ID to receive student rates for the reservation.

Student Organizations: are funded by Student Government must secure funding from SG Finance and provide the Game Room with the Authorization to Purchase form at least two days prior to the event. Failure to do so could result in the cancellation of your event or Student Government's denial to pay the invoice. The person responsible for the reservation must pay for any charges that go over the amount of the Payment Authorization, out of pocket the night of the event. Student Organizations that are **NOT** funded by Student Government will have to pay the night of the event by cash, organizational check, or credit card.

University Departments: Billing information for University Department functions is **required** prior to the event. Departments will be required to notify Game Room manager of their intent to set up a purchasing requisition **within 5 days** of making the reservation. The cost will not be charged to the department until the month following of the event; however, we need the correct billing information either at the time the reservations is made or within the next 5 days. Failure to provide this information will result in the **cancellation** of the reservation. The Reitz Union vendor code is RU and the vendor number is 2476. University departments can also provide the Game room manager with their PeopleSoft Chartfield String (Department ID Number, Fund Code, Program Code, and Account Code) and an inter-departmental purchase can be done.

If a Pcard is going to be used to pay for the event, the person that the Pcard belongs to needs to be at the event. If the person that's name is on the Pcard, cannot attend, we can direct bill the charges. Then when the department gets the invoice they can contact the Student Engagement Business Office to pay with the Pcard. All direct bill requests will be reviewed and approved before a reservation confirmation is sent. If approved, an invoice will be mailed to the contact person listed for the event after the event takes place. Payment is due within 30 days of receipt of invoice.

Non-UF or Non-UF Funded events: We do accept all major credit cards, personal checks or cash. All checks must be written to the University of Florida and you must present a driver's license and current address. If you wish to have the charges direct billed to your organization this must be noted when making the reservation. All direct bill requests will be reviewed and approved before a reservation confirmation is sent. If approved, an invoice will be mailed to the contact person listed for the event after the event takes place. Payment is due within 30 days of receipt of invoice. The Reitz Union accepts payment in the form of cash, check (payable to the University of Florida) or credit card. All direct bill requests will be reviewed and approved before confirmation of the reservation is sent.

Any student organization, department or non-UF person that fails to pay a bill will be denied use of the Reitz Union until such obligations are met.

Tax-Exempt Organizations

If you are a tax-exempt organization, you must email a copy of the organization's tax-exempt certificate to JWRUGameRoomAdmin@ufsa.ufl.edu, **at least 7 days before the day of the event**. It is a state regulation that the Reitz Union must follow stating that we have the tax-exempt certifications prior to the day of the event or taxes will be charged.

K-12 Schools, Church groups, or large groups with young children

You must have one chaperone for every 10 students in your group. The chaperones must remain with the students at all times. A rules page will be sent to the contact person making the reservation. Please explain these rules to your students. Also explain that they are expected to behave maturely and to respect the building and grounds. Vandalism will not be tolerated. If desired, a Reitz Union staff person could address your group at the beginning of your event to discuss Reitz Union policies. Please contact Game Room Manager at 352-392-7186 or e-mail ReitzUnionGameRoom@ufsa.ufl.edu to make arrangements.

Food/Beverages

All food served at functions within the Reitz Union must be purchased from a Reitz Union food vendor or through Classic Fare Catering. Classic Fare Catering can be reached at (352) 392-3463 or www.classicfarecatering.com. The Game Room does not have the space for a sit-down plated meal and due to space limitations the use of sterno is a hazard. We suggest using the Student Club & Organizations Catering Menu, the National Brands menu or snack and finger food menus on Classic Fare Catering Menu. Having sustainable plates and plastic glasses that can be thrown away when done is the best option.

All reservations will be responsible for cleanup of all food and trash. Additional charges may be applied to your group if extensive cleaning or removal of items by Reitz Union staff is required.

If any 6-foot tables are needed to accommodate your food, presents, etc., please note that on the reservation form. Table cloths will have to be provided by the customer.

No alcohol or smoking is permitted in either the Game Room, in the Reitz Union or outside areas of the Reitz Union.

Decorations

The Reitz Union Game Room prohibits taping, stapling or otherwise attaching items to any walls, doors, windows, floors or ceilings. Candles are not allowed. Confetti may be used on tables only. All equipment, decorations, etc. provided by the group must be removed immediately following the event. Any decorative items left behind will become the property of the Reitz Union Game Room and will be disposed of at its discretion. Additional charges may be applied to your group if extensive cleaning or removal of items by Reitz Union staff is required.

Tobacco-Free Campus Effective July 1, 2010

To promote the health and well-being of faculty, staff, and students, the University of Florida is a **tobacco-free campus**. The use of cigarettes or other tobacco products in UF buildings, parking lots, in vehicles or in any other areas is prohibited and violation of UF policy 6C1-2.022.

Visit: <http://www.hr.ufl.edu/policies/tft/default.asp> for more information.

UF Policy 6C1-2.022 can be found at: <http://www.hr.ufl.edu/policies/tobaccopolicy.pdf>

Parking

The Visitor Welcome Center and Bookstore parking garage is located at the Reitz Union. It is an unrestricted pay facility available to all members of the university community. The garage hours of operation are Monday through Friday, 7:30 am to 4:30 pm. Short-term and daily fees apply during this time. The garage may be used during non-operating hours for short-term parking, free of charge. During the Fall semester on game days parking will be restricted. Please take this in consideration when requesting your reservation.

Buses should use McCarty Drive for loading and unloading. Please advise the drivers **NOT** to load/unload at the JWRU circle drive.

Group Reservation Rates

UF Student Groups	
Activity	Cost per hour
Bowling	\$20.00 per lane
Groups can have as many as 8 individuals per lane. We recommend 5-6 individuals per lane for comfort. Shoe rental is included in this price.	
Billiards	\$3.00 per table (before 6 p.m.)
	\$6.00 per table (after 6 p.m.)
Table Tennis	\$2.00 per table
Foosball	\$1.50 per table
Our prices are subject to change without notice. Pricing is based on who is paying for the reservation. UF Departments paying will be charged non-student rates.	

Non - Student Groups	
Activity	Cost per hour
Bowling	\$25.00 per lane
Groups can have as many as 8 individuals per lane. We recommend 5-6 individuals per lane for comfort. Shoe rental is an additional \$2 per pair.	
Billiards	\$4.50 per table (before 6 p.m.)
	\$7.00 per table (after 6 p.m.)
Table Tennis	\$3.00 per table
Foosball	\$2.00 per table
Our prices are subject to change without notice. Pricing is based on who is paying for the reservation. UF Departments paying will be charged non-student rates.	