House Rental Information

If you have a group of 150 or more, you might want to rent the whole Game Room. You will have access to 14 bowling lanes, 10 billiard tables, 1 Snooker table, 2 foosball tables and 2 table tennis tables. We also have a variety of board games your participants can use inside the Game Room.

Pricing

UF Student rates	1 hour	$300.00
	2 hours	$575.00
Non-Student rate	1 hour	$450.00
	2 hours	$850.00

All charges above are taxable at a 6.7 rate, and will be taxed unless a tax-exempt certificate is presented to the Game Room upon making the reservation.

Rates charged will be dependent on who is paying for the event. (i.e. if it is a department paying even if it is UF students at event, the charges will be non-student rates.)

Days and Times House Rental is available

Tuesday	9pm – 10pm	or	8pm – 10pm
Saturday	12pm – 1pm	or	12pm – 2pm
	11pm – 12am	or	10pm – 12am
Sunday	12pm – 1pm	or	12pm – 2pm
	9pm – 10pm	or	8pm – 10pm

Some exceptions can be made to the day or time it is reserved solely for one group. Exceptions are made on a case by case basis.

Terms and Conditions

- The organizers of the reservation must have a way for Game Room Staff to know the people are with their event. Examples of that will be participants having nametags, wristbands, lanyards, or reservation organizers having someone standing at the door letting people in, etc. They must discuss this with Game Room Manager in advance so Game Room staff can be notified.

- **A 50% deposit must be paid by reservation prior to a month in advance of the event. Only credit cards are accepted for the deposit.** (In case of an event that Student Government is paying for, the student organization must give Game Room Manager a SAR number for the payment of the event. If the SAR is not completed and the Game Room does not get a Payment Authorization from Student Government, the organization and person reserving the space will be held accountable for the charges. The charges must be paid the night of the event. In case of no-shows, the student making the reservation will be billed for the charges. Their records will be flagged until the charges are paid.)

- Any cancelations need to be made at least two weeks in advance in writing by e-mailing the JWRU Game Room administration at JWRUGameRoomAdmin@ufsa.ufl.edu. If a cancelation is not made two weeks in advance, the deposit will be kept by the Reitz Union Game Room. If the cancellation is made in the proper timeframe, a refund will be done on the same credit card that was taken for the deposit.

- The Game Room staff will do everything in their ability to have all lanes available and working. Sometimes breakdowns are unforeseeable and unavoidable. The Game Room will staff the event with extra staff to help keep the lanes working to the best of their ability.

- 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 accepted. It is a good practice to keep this confirmation until after the event.

- 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.

Student Organizations - Program Planning Form/Permit
- All UF student organizations are **REQUIRED** to complete the Program Planning Form online through Gator Connect for any on-campus event other than a meeting. If you cannot find this form please contact Student Activities and Involvement. All required signatures must be obtained and the completed form returned to the Student Activities Office for final approval **two weeks prior** to the 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** that are funded by Student Government must secure funding from SG Finance and provide the Game Room with the blue 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. Any charges that go over the amount of the "blue slip" must be paid for out of pocket the night of the event by the person responsible for the reservation.

- **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.

- **University departments**: 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 can not attend, we can direct bill the charges and when the department gets the invoice they can contact the Reitz Union 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 VISA, Discover, American Express or MasterCard credit cards, personal checks or cash. All checks must be written to the University of Florida and you must present a drivers 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 (MasterCard, Visa). 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

- All organizations wishing to claim a tax exemption must provide appropriate verification at the time a reservation is submitted. When a reservation is submitted, a group's tax status will be determined; this status can be updated before the event occurs. A group's tax status will not be changed after an event takes place in cases where a 3rd party provides payment for a specific event. For example, a taxable student organization makes a reservation and holds an event. The event is charged sales tax based on the tax status of the student organization. If a UF department (non-taxable organization) later decides to pay for the organization's event the taxes will not be waived because the event was originally charged tax based on the tax status of the organization making the reservation and holding the event. Some examples of tax-exempt organizations include UF departments, SG funded student organizations and tax-exempt business with a tax-exempt certificate.

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 the 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, curtains, 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.

Rental Equipment from Outside Vendors

- If additional equipment will be rented for use in the Reitz Union Game Room it must be noted on the reservation form. The Game Room Manager reserves the right to deny use of some equipment.

Tobacco-Free Campus

- 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.