

RU-Reitz Union Event Services
J. Wayne Reitz Union - University of Florida
P.O. Box 118505
Gainesville FL 32611-8505
(352) 392-1645 / (352) 392-5100

Confirmation

Groups

Joseph Hill
RU-Pi Tau Sigma
1929 STADIUM RD
Gainesville, FL 32611

Reservation: 797408

Event Name: Sponsored Mechanical
Engineering Honors Thesis
Final Examination
Status: Confirmed
Phone: 7274927320
Email Address: joseph.hill@ufl.edu
Event Type: Meeting
Billing Reference:

Bookings / Details

Quantity

Price

Amount

IMPORTANT POLICY INFORMATION - PLEASE READ CAREFULLY

RESERVATION DETAILS ARE LISTED BELOW.

Thank you for choosing the Reitz Union for your upcoming event. As the coordinator of this event it is your responsibility to familiarize yourself with the Terms and Conditions for using the facilities at the Reitz Union and ensure that your guests abide by these guidelines. Failure to follow these conditions may result in additional charges to your group and/or suspending the groups' reservation privileges. The most critical information is listed below. A complete listing of our terms and conditions may be found on our [website](#).

CANCELLATIONS AND NO-SHOWS

Cancellations must be made by accessing the reservation with the user ID and password used to request the reservation through the [online reservation system](#).

Reservable spaces are monitored for attendance and use, and all no shows are recorded by the Office of Event Services. Repeated no shows and/or late cancellations may result in the suspension of reservation privileges for Reitz Union facilities.

- BALLROOMS - must be cancelled AT LEAST 6 WEEKS in advance of the date of the event to avoid financial penalties or suspension.
- ALL OTHER EVENTS SPACES IN THE REITZ UNION - must be cancelled AT LEAST 72 HOURS before the event to avoid possible financial penalties or suspension.

The complete cancellation policy can be found on our [website](#).

RESERVATION TIMES/ROOM ASSIGNMENTS

Groups are allowed access to their reserved space at the times listed on their confirmation. If your group needs additional time to decorate or set up for your event please notify the Office of Event Services to ensure that the room will be available at that time. The Office of Event Services reserves the right to assign or reassign rooms, as needed, based on the most efficient use of space for maximum benefit to the University community.

FOOD/BEVERAGES

Palm & Pine Catering is the exclusive catering provider for events in the Grand Ballroom, Rion Ballroom, Matthews Suite, or Arredondo Cafe, as well as all events with alcohol service, and those necessitating full-service arrangements (chime, linen, etc.). Additional options are available for smaller events (40 guests or less) in some of the other event spaces. The full catering policy can be found at <https://union.ufl.edu/event-services/policies/> under the Food and Beverages section. Service of alcohol in any area of the Reitz Union must comply with both the University and State of Florida Alcoholic Beverage Regulations. Events where alcohol will be served and UF students of any age will be in attendance must be approved through the appropriate event permitting process. For student organization events visit <https://orgs.studentinvolvement.ufl.edu/>. For department and non-university events visit <https://businessaffairs.ufl.edu/events/>.

A/V SERVICES

An estimate regarding a/v needs and costs is made by the Office of Event Services at the time a reservation request is processed and is based on the information provided in the request. Events requiring a/v equipment will be reviewed by Event Productions staff and actual equipment and costs may be adjusted as necessary.

EVENT PERMIT

Your event may require an approved event permit. Failure to obtain the permit or final approval may result in the cancellation of your event.

Student Organization Entities: All student organization events or programs (excluding general body meetings), that take place on University grounds, require an Event Permit obtained by completing a request through [Student Activities & Involvement GatorConnect](#). It is the responsibility of the organization's President to designate officers in the organization who can submit permit requests. For any questions regarding student organization event permits please email permits@ufsa.ufl.edu

University Departments and Non-University Entities: An event permit is sometimes needed for events coordinated by a University Department or non-University entity. The Office of Event Services, in conjunction with Business Affairs, will make the final determination regarding permit requirements. Event permits can be submitted through [Business Affairs GatorConnect](#).

LOST AND FOUND

The Reitz Union is not responsible for any lost, stolen or damaged property belonging to users of the facilities. All found items will be turned in to the Reitz Union Information Desk on the 1st Floor. Items will be retained for a reasonable period and then forwarded to the University Police Department.

BILLING

All checks should be payable to the University of Florida. The person(s) or group reserving space is financially responsible for all charges. Any organization or department which has outstanding bills owed to the Reitz Union for more than 60 days will be restricted from reserving additional space at the Reitz Union until such bills are paid in full. Groups with outstanding bills owed to the Reitz Union for more than 120 days will be suspended from reserving additional space at the Reitz Union until such bills are paid. In addition, any future reservations will be cancelled and the group will need to resubmit a room reservation request once all outstanding payments have been received and their account restrictions have been lifted. A hold may also be placed on the contact person's University records. For billing questions or concerns, contact the Business Office at (352) 392-4710.

SMOKING POLICY

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.tobaccofree.ufl.edu/> more information.

The total price listed on this reservation confirmation is an **ESTIMATE ONLY**, and includes room rental and a/v equipment fees based on your actual requests up to this date. Your final charges will reflect any additions, deletions, and/or any other adjustments made.

RATES AND TAXES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Tuesday, April 23, 2024**2:00 PM - 3:00 PM Sponsored Mechanical Engineering Honors Thesis Final Examination (Confirmed) JWRU Room 2345**

Room 2345 has a permanent conference table setup style and the furniture shall not be removed or rearranged.

Conference for 4

RU-Equipment:

Conference Table - Solid

1

Set tables in a solid conference configuration

RU-AV Equipment:

Flat Panel Display

1

Clients must provide HDMI compatible laptops for use with JWRU displays.

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|-----------------|--------|
| RU-AV Equipment | \$0.00 |
|-----------------|--------|

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|--------------|--------|
| RU-Equipment | \$0.00 |
|--------------|--------|

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| Subtotal | \$0.00 |
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| RU-FL Sales Tax (6%) | |
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|-------------|--------|
| Grand Total | \$0.00 |
|-------------|--------|

At UF, Every Gator Counts. We look out for each other. Take a minute to think through your safe way home. Talk to your colleagues and make sure every Gator has a plan for getting home safely. And remember, in an emergency, dial 9-1-1. Go Gators!