

TO: Registered Student Organizations

FROM: Reitz Union Event Services Office

DATE: May 8, 2009

RE: Authorized Contacts for Student Organizations

The Reitz Union Event Services Office is converting to a new online reservations system that will provide greater accuracy, improved efficiency, and better service to our clients.

Some of the enhanced online features include:

- Group contact information will be automatically completed in reservation requests upon system login
- Groups will have the ability to reserve specific audio-visual equipment
- Groups will be able to view their reservation history
- Groups will be able to directly modify or cancel equipment requests or reservations

All student organizations are required to complete an Authorized Contact Form and provide contact information for a maximum of three members who are authorized to request, modify and cancel reservations for space with the Reitz Union. Reservation requests from group members who are not Authorized Contacts will no longer be accepted. Student organizations will be required to update their contact information annually. Existing reservation contact information on file with Event Services will NOT be used for future reservation requests.

We realize that a three member limit will be challenging for some organizations; however, we believe these new procedures will provide more information for groups about their reservations, will protect student organizations from unauthorized reservations being made in their name, and will ensure the accuracy of the Event Services reservation database.

The Authorized Contact Form can be found in the Forms section of our website at www.union.ufl.edu/eventservices. **Please complete the form and return it to the Event Services Office by August 21, 2009.**