Davis Arboretum Event Request Form

Reservation Rules and Procedures
Step 1- Complete and sign this reservation form and send it to arbinfo@auburn.edu, or the Arboretum at 101 Rouse Life Science Building Auburn University, AL 36849.
Step 2- Outside parties will also be required to fill out Auburn University’s Facility Use Agreement
Step 3- Complete the requirements of the Campus Event Planning System https://cws.auburn.edu/ceps/

A non-refundable $150 deposit is also required to set a reservation. It will be deducted from cost of your event. Appropriate fees should be mailed to the Arboretum at 101 Rouse Life Sciences Building, Auburn University, AL 36849. You will receive a confirmation email.

Fee is based on rental rates posted at http://www.auburn.edu/academic/cosam/arboretum/events/reserve.htm or communicated via email from arbinfo@auburn.edu. Please indicate any discounts or additional costs that will apply to your reservation.

AU Student/Employee Discount: $25 ___ or AU Student Organization Discount: $75___

Additional Costs:
Line marking fee for tent $100.00 _____
Trash Containers: $15.00 per 50 guests for events with disposable cups, plates, or dinnerware ______
Chairs $2.00 each (max 100)__________
Tables (does not include linens) $8.00 each___________
Recycling containers (free): _____

Organization/Person Making Request: ________________________________

Phone: ____________________________
Email: ____________________________

Purpose of Event: ________________________________
Is food being served?________________________
Date Requested: ______________________________

Time Requested: From________________ until __________________
Arboretum North, and/or South:____________________________

Expected Attendance: ________________________________
Fee Due: ________________________________

FOP # (if applicable): ___________________________

In making this application, I or my organization understands the fees, reservation hours, and rules of the Davis Arboretum and will abide by these and assume financial responsibility for any damages to this facility.

I or my organization further acknowledges that using this facility may involve risks or dangers. My organization or I will not hold any person involved with Auburn University liable for any accidents or injuries that may occur while using the Donald E. Davis Arboretum.

________________________________________   __________________________   __________________________
Signature of User                               Date                                       Signature of Arboretum Representative
AU Davis Arboretum Rental Rates 2016

All reservations require a completed reservation request form, and advance approval from the Campus Event Planning System https://cws.auburn.edu/ceps/ and a non-refundable $75 minimum deposit. Please include setup and cleanup in your event’s time frame. The Arboretum is a public facility. Reservations do not include exclusion of Arboretum patrons from any given area.

$50 donation appreciated for unreserved events lasting less than 2 hours.

Events lasting more than 2 hours require a reservation.

**Arboretum North**

$650 full event fee includes reservation for single day use of Garden Drive Pavilion (power, restrooms) lawn, pier (power) and the rest of the Arboretum grounds (power and fans in outdoor classroom)

$300 large event fee includes reservation for 3-4 hour use of Garden Drive Pavilion (power, restrooms) lawn, and pier (power)

$250 event fee includes reservation for 2 hour use of Garden Drive Pavilion (power, restrooms) lawn, and pier (power)

**Discounts**

Discounts may be applied to one event per month. Both discounts cannot be applied to a single event.

AU Student/Employee Discount: $25

AU Student Organization Discount $75

**Additional Rentals:**

Chairs $2.00 each (max 100)

Tables (does not include linens) $8.00 each

Line marking fee for tent $100.00

Trash Containers: $15.00 per 50 guests for events with disposable cups, plates, or dinnerware

Recycling containers: Free