

**Reservation Rules and Procedures**

Step 1- Complete and sign this reservation form and send it to [arbinfo@auburn.edu](mailto: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 \$75 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](mailto: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:**

Chairs \$2.00 each

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: \_\_\_

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

\$600 full event fee includes reservation for single day use of Garden Drive Pavilion (power, restrooms) lawn, and pier (power)

\$300 large event fee includes reservation for 4-6 hour use of Garden Drive Pavilion (power, restrooms) lawn, and pier (power)

\$250 event fee includes reservation for 2-4 hour use of Garden Drive Pavilion (power, restrooms) lawn, and pier (power)

### Arboretum South

\$300 full event fee includes single day use of Henry P. Orr Vinery

\$100 large event fee includes 4-6 hour use of Henry P. Orr Vinery

\$75 event fee includes 2-4 hour use of Henry P. Orr Vinery

\$800 major event fee includes single day use of Arboretum North and Arboretum South

Game Day Rates \$800/ season : Price includes a 20'x20' reserved space in a prime area of the Arboretum and includes 1 parking spot/ tailgate space rented for each home game. Tents and tables are not provided.

### 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

# Auburn University Davis Arboretum Rental Venues

