**Event Registration Form**

UConn Health Cell and Genome Sciences Building

400 Farmington Avenue, Farmington, CT 06032

cgsb@uchc.edu

**Event Name**:

**Date of Event:** **Time of Event:**

**Event Location:**

[ ] Grossman Auditorium [ ] Conference Room(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Other (common area)

**Will You Need Parking?** [ ] Yes[ ] No

Number of Internal Attendees: Number of External Attendees:

**Requestor’s Contact Information**

Name: Email:

Phone:

**Security:** Public Safety will be contacted to arrange for the doors to be unlocked during your function. The doors may NOT be propped open at any time.

**For Internal Use Only:** [ ] Approved [ ] Denied Confirmation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Requester is responsible to initiate and follow up on all items listed below**

**Audio/Visual Needs:** If your event requires audio/visual assistance, please contact Stephen King to make arrangements, stking@uchc.edu, (860)679-7899.

**Facilities**: Changes to room set-up, additional tables, chairs, easels, power cords, etc. contact facilities at (860)679-2127 for these items/services. Please be advised NOT to remove tables and chairs from other adjacent rooms. If you need to tour the space to make sure it will accommodate your event, please indicate this in your email to cgsb@uchc.edu.

**Catering:** If food and refreshments are being served, you are responsible for scheduling/ordering catering, set up and clean up. Food and Beverage are **PROHIBITED** in the auditorium. This is strictly enforced for all events.

**Please note:** The Cell and Genome Sciences Building is NOT a conference facility. Make sure you come prepared with all items needed such as pens, laser pointed, name tags, etc. to make your event run smoothly.