**The Shands Auxiliary Conference Center**

**Shands Cancer Hospital (South Tower) – 1st Floor**

**1515 SW Archer Road**

**Gainesville, FL 32608**

**Event Request Form for Shands Auxiliary Conference Center (SACC)**

Primary Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company or Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (office): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (cell): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated number of attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Date(s): For events longer than three days, please use additional request forms:

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am pm

 End Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am pm

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am pm

 End Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am pm

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am pm

 End Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am pm

Room Requested: 1204 1205 Combined (1204 & 1205)

Purpose of Event:

SACC supports the mission of Shands Healthcare by making space available to Shands and community groups for educational and community meetings, programs and events. Please provide a brief description as to how your event will support this mission:

Please return the completed form to the SACC Coordinator by fax or email:

Kay Courson Janet Adams (back-up Contact)

Phone: 352-733-1706 352-733-1200

Fax: 352-733-1707 Fax: 352-733-1201

E-mail: kcourson@ufl.edu Email: jradams@ufl.edu

Office Location: Shands Hospital South Tower, Suite 23-C1

Senior Vice President, Health Affairs Office

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Gainesville, FL 32610