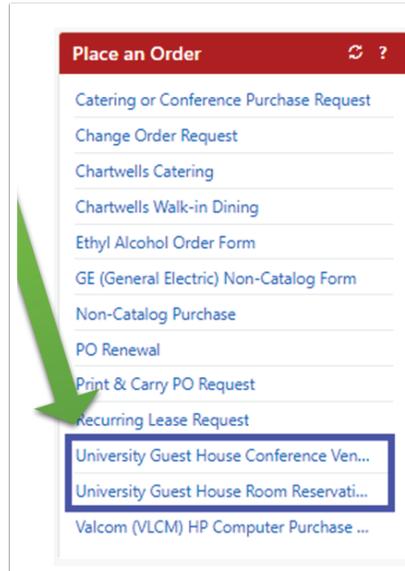


Use this form to reserve Conference Venue space at the University Guest House.

I. Locate the Form

The form is found in the Place an Order section of the Shopping Dashboard.



II. Form Instructions

1. Before filling out this form, call the Guest House at (801) 587-2980 to obtain a booking ID number.
2. Note:
 - * A PO must be in place before the event occurs
 - * University Policies referenced

A screenshot of the 'University Guest House Conference Venue Request' form. The form title is 'University Guest House Conference Venue Request'. In the top right corner, there are 'Available Actions: Add and go to Cart', 'Go', and 'Close' buttons. Below the title bar, there is a section titled 'Form Instructions' with a circled '1' next to it. The instructions text reads: 'Use this form to book an event with the University Guest House. **Book your event with the Guest House by calling (801) 587-2980 before filling out this form.** For room reservations, use the University Guest House Room Reservation Request form.' Below this text are two bullet points: 'Single event catering and conference venue purchases are considered an exception to the standard procurement process and, although they may not need to be bid, they must have a purchase order in place before the event occurs.' and 'Refer to University Policy 3-031 for complete guidelines regarding entertainment expenses. Refer to University Policy 3-004 for information on who is authorized to sign a legally binding contract on behalf of the University.' A circled '2' is placed next to the first bullet point. On the right side of the form, there is contact information for 'UNIVERSITY GUEST HOUSE & CONFERENCE CENTER', 'UShop Operations', 'Financial & Business Services', 'University of Utah', '201 S. President's Circle, Room 170', 'Salt Lake City, UT 84112', '(801) 585-2255', and 'ushop@utah.edu'. At the bottom right, there is the 'UShop MARKETPLACE' logo.

III. Conference Venue Purchase Details

1. After calling the Guest House, insert the Booking ID and Estimated dollar Amount.
2. In the Product Description, indicate the date(s) and explain the business purpose of the event.
3. Provide the Estimated Number of Attendees. If there are fewer than 10 anticipated attendees, list the name(s) in the space provided.
4. The question about whether alcohol will be served is a reminder that a separate chartfield must be provided for alcohol purchase.

Conference Venue Purchase Details ?

Book your event by calling the Guest House first. They will provide you with a Booking ID number. This number is required on this form.

Booking ID **1**

Estimated Amount

Document the business purpose of the event in the Product Description box below. Fields shown in **bold** are required.

Product Description **2**

254 characters remaining expand | clear

Estimated Number of Attendees

Names of Attendees (if 10 or fewer) **3**

256 characters remaining expand | clear

Will alcohol be served at this event? No Yes **4**

A separate chartfield is required for alcohol. This includes bar set-up, bartenders and any other alcohol-related expenses.
Only the following funds may be used to pay for alcohol:
2000-2404, 4900-4913, 6000 or 9000. **The A/U for alcohol purchases is always 0.**

IV. Supplier Information

The Supplier Information will always default to the Guest House, as this form is exclusively for reserving venue space with them.

Supplier Information ?

| | |
|----------------------------|--|
| Supplier | UNIVERSITY GUEST HOUSE & CONFERENCE |
| Fulfillment Address | USHOP University Guest House: 110 S FORT DOUGLAS BLVD SALT LAKE CITY, UT 84113-5036 US |
| Supplier Phone | +1 801-587-1000 |

V. Additional Details and Attachments

1. A field is provided for additional notes for the Guest House, as needed. Information typed here will be printed on the PO.
2. Internal Attachments will be viewable by UShop users only.
3. External Attachments will be viewable in UShop, but are also sent to the Guest House with the PO.

Additional Details & Attachments ?

Provide any information to be sent to the supplier in the box below. This will print on the PO in the **Additional Details** section.

2000 characters remaining [expand](#) | [clear](#)

Internal Attachments are viewable only within UShop and do not accompany the PO that is sent to the Guest House.

Internal Attachments **2**
[Add Attachments](#)

External Attachments are sent to the Guest House along with the PO.

External Attachments **3**
[Add Attachments](#)

VI. Add and go to Cart

When the form is completed, select Add and Go to Cart from the Available Actions dropdown in the upper right corner.

Click Go.

The order will be moved to a UShop cart. From the cart, Proceed to Checkout and submit the order.

University Guest House Conference Venue Request Available Actions: **Add and go to Cart** [Go](#) [Close](#)

University Guest House Conference Venue Request ?

Form Instructions ?

Use this form to book an event with the University Guest House. **Book your event with the Guest House by calling (801) 587-2980 before filling out this form.** For room reservations, use the University Guest House Room Reservation Request form.

UNIVERSITY GUEST HOUSE & CONFERENCE CENTER
UShop Operations
Financial & Business Services
University of Utah
301 S. President's Circle, Room 170