Ag Heritage Park/Alabama Farmer's Pavilion
Facility Request For Reservation Form

Date of Request: _____ Reservation Date(s): _____ Hours Needed: _____

Number of persons estimated to attend (175 max capacity): _____

Name of Responsible Party or Sponsor: _____

Contact person for reservation: _____ Phone # _____

Affiliations, if any, with AU College of Agriculture: _____

If you are a College of Agriculture approved sponsored group, please provide the name and telephone number of your sponsor: _____

Mailing Address for Mailing Receipt:

_____ _____ _____ _____
Street Address / Apt. No. City State ZIP

Email address: _____

STEP 1: Call our office for a form or go online and fill out a "Request for Reservation" application to check for available dates and rental rates.

STEP 2: Pending approval, a $200.00 Reservation/Security Deposit will need to be paid **at least 20 days prior to reservation date.**

STEP 3: Call our office for a form or go online and fill out the Facility Usage Agreement form. Read and sign the Facility Usage Agreement form and return this document along with the appropriate rental payment to the Ag Land and Resource Management office **at least 10 days prior to reservation date**.

STEP 4: Upon receipt of your rental fees and completed Facility Usage Agreement form, our Pavilion Coordinator will contact you in order to set a check-in time and go over your facilities needs in more detail. A key will be issued upon check-in.

STEP 5: Checkout: You will be expected to leave the Pavilion in a clean and orderly condition as directed by our personnel upon check in. Failure to do so may result in forfeiture of deposit. If damages occur to the facility and or surrounding area, you may be held responsible and additional cost may be charged to your party. All tables and chairs must be returned to the storage room as instructed.

Pavilion Rental Rates and Available Times are as Follows:

(Mail payments to Jessica Stanford, 110 Comer Hall, Auburn University, AL 36849. Payable to Ag Heritage Park.)

Monday-Friday:
Full day (7 am – 11 pm) Rental fee is: $650.00
Partial day rentals are available for $225.00 for the first 2 hours and $75.00 per hour for each additional hour. **Setup of tables and chairs can be arranged for a minimum fee of $100.00. Renter is responsible for break down and storage of tables and chairs.

Weekend Rates: Saturday and Sunday
Full day – (7 am – 11 pm) Rental fee is: $700.00
No partial day rentals available. **Setup of tables and chairs can be arranged for a minimum fee of $100.00. Renter is responsible for break down and storage of tables and chairs.