

## UNT KRISTIN FARMER AUTISM CENTER

*Mission: The UNT Kristin Farmer Autism Center provides comprehensive and evidence-based individualized instruction, training, and direct services to positively impact individuals with Autism Spectrum Disorder (ASD) and their families.*

### Facility Use Request Form

Date: \_\_\_\_

#### Contact Information

Organization/Affiliation:

Contact Name:

Contact Number:

Extension, if applicable:

Email:

#### Event Information

Name of Event:

Purpose of the Event:

Date of Event:

Number of Attendees:

Set-Up Time:

Event Start Time:

End Time:

#### Space Requested

Please check the room you would like to reserve:

Room	Square Feet	Capacity	Equipment
<input type="checkbox"/> Intake Room (#102)	214	6	Computer and VTC* available
<input type="checkbox"/> Multipurpose Room (#106)	1,557	75	Projector, AV equipment
<input type="checkbox"/> Remote Viewing Room (#156)	133	4	Video capture system
<input type="checkbox"/> Remote Viewing Room (#157)	137	4	Video capture system
<input type="checkbox"/> Main Conference Room (#158)	257	8	Computer and VTC* available
<input type="checkbox"/> University Classroom (#142)	908	40	Computer and video capture system

\*Video teleconferencing equipment

Additional Needs and/or Requests (please describe any specific needs or any other details about your event that may require special consideration):

Because of the sensitive nature of the services provided at the KFAC, all attendees will be required to sign a confidentiality agreement prior to entry. We thank you for your understanding and accommodation of our request. Please complete the information above and **e-mail your request** to Carla (Nikki) Cook, Administrative Specialist, at [Carla.Cook@unt.edu](mailto:Carla.Cook@unt.edu) or call at (940)369-5373 if you have any questions.