

NORTH CAROLINA BOTANICAL GARDEN  
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

FACILITY USE FORM

Date of Application: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Address \_\_\_\_\_ Contact Phone: \_\_\_\_\_

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

FRS Acct # \_\_\_\_\_ UNC Dept # \_\_\_\_\_

Please Circle:	Totten Center Classroom (80 guest maxi)	Paul Green Cabin w/ gas fireplace (15 guest maxi)	Herb Cottage  (15 guest max)
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Fees:	\$150/ Half Day \$275/ Full Day (\$50/ Hour)	\$100/ Half Day \$200/ Full Day (\$50/ Hour)	\$100/ Half Day \$200/ Full Day (\$50/ Hour)
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Purpose of the Meeting: \_\_\_\_\_

\_\_\_\_\_ Number Expected to Attend: \_\_\_\_\_

Meeting Room Setup Requirements

Chair  
 Tables  
 Slide Projector  
 LCD Projector  
 VCR / Television

Table Configuration:

Herringbone Layout  
 U-Pattern Conference  
 Perimeter w/ outlet access  
 Classroom Style  
 Auditorium Style

Requested Date(s) and Time of Use (please account for setup and cleanup time):

Date: _____	From: _____ am/pm	To: _____ am/pm
Date: _____	From: _____ am/pm	To: _____ am/pm
Date: _____	From: _____ am/pm	To: _____ am/pm

*Note: All building users are responsible for removal and disposal of any paper, food, containers or trash.*

*Alcoholic beverages are **not** permitted at the North Carolina Botanical Garden or UNC property.*

Please enclose payment with your application. Make checks payable to NC Botanical Garden and mail together with your application to the address below. Payment is required prior to use.

- In order to encourage a sense of community and to recognize organizations with which we have ongoing partnerships, NCBG will provide fee waivers in some circumstances. To request a waiver, e-mail the Botanical Garden's Director at : [pswhite@unc.edu](mailto:pswhite@unc.edu) .

For Office Use Only:

Date payment received: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

# Conservation and Sustainability at the North Carolina Botanical Garden

Join us in support of a diverse, sustainable, and environmentally friendly world through gardening, natural area conservation, and our conservation and environmental ethic . . .



The North Carolina Botanical Garden pursues this important mission:

*To inspire understanding, appreciation, and conservation of plants in gardens and natural areas and to advance a sustainable relationship between people and nature.*

We ask you—our program leaders and participants, users and visitors—to please help us to pursue this mission in the following ways:

- Reduce, recycle, reuse: Let's come as close as we can to trash-free events by using either recyclable or compostable paper products (cups, dishes, paper) or real dishes, coffee cups, glasses, and silverware, and by composting waste.
- Promote environmentally sustainable gardening by siting plants in the proper location to reduce maintenance and watering, and to eliminate use of commercial pesticides and fertilizers.
- Reduce harm to natural areas by eliminating the use of invasive plants and by using non-invasive and native plants.
- Reduce harm to wild populations by acquiring plants from propagated sources as promoted by the Garden's "conservation through propagation" program.
- Use native plant species that support native butterflies, birds, and other animal species.
- Support the Garden's efforts to protect and restore natural areas.
- Support the Garden's efforts to save rare plants.

For information on how your use of the Garden can support our conservation and environmental ethic, just ask! For more information on the Conservation Garden and for related information like lists of invasive species to avoid and nurseries that sell propagated native and non-invasive plants, ask at our front desk, give us a call (919-962-0522), or visit our web site: [www.ncbg.unc.edu](http://www.ncbg.unc.edu)