[**OURevents@uh.edu**](mailto:OURevents@uh.edu) **(832) 842-5774 GENERAL PURPOSE CLASSROOM RESERVATION FORM**

**Choose One: Student:**  **Staff:**  **Faculty:**  **Visitor:**

**Requester UH ID #:**       **Date Request Submitted:**

**Requester Name:**       **Semester Requested:**

**Requester Title:**       **Year:**

**Requester’s College Association:** **Telephone:**

**Requester’s Department Association:**       **Event Name/Title:**

**Purpose:**

**This is a UH/College/Departmental Sponsored Event.**

**Note: Sponsorship is required for all Student Organizations.**

**Check Only as Appropriate. Other Responsible Personnel Associated with this Event (Name/Phone/Email)**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DAY/DATE(S)** | **TIME**  BEG/END | **CAPACITY** | **# OF**  **ROOMS** | **ROOM PREFERENCE**  LIST 1ST, 2ND, or 3RD CHOICE | **ROOMS CONFIRMED** | **DATE**  **CONFIRMED** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

**Special Comments/Description:**

**Please Cancel This Request:**

|  |
| --- |
|  |

**For OUR Use Only- Staff Initials:**

***\*\*\*Requests Require 72 Hours Advance Notice\*\*\****

**Note: As classes take priority over all events, rooms scheduled for events are not secure until after ORD (census). You may view the calendar in Astra to see if an academic section has been scheduled in the previously scheduled event’s room and request a new room. OUR will contact every event requester after ORD to alert if a room change is needed.**

**E-mail form to:**

[**OURevents@uh.edu**](mailto:ourevents@uh.edu?subject=GP%20Rooms%20Request)

***PPP* (713) 743-4948 • *Equipment Needs* (713) 743-1155 • *UHPD* (713) 743-3333**