

The Honors College Room Reservation Form

Please complete and return to Jodie Köszegei in 212A MD Anderson Library.

Name _____ Organization _____

E-mail Address _____ Phone Number (_____) _____ - _____

Date of Event _____

Room Requested _____ Alternate Room Requested _____

Event Start-Time _____ Event End-Time _____

Description of Event _____

How many people are expected to attend this event? _____

Will you need audio/visual equipment? Yes No

(Please specify equipment required: _____)

Will food be present? Yes No

Will alcohol be present? Yes No

* Please note that if alcohol is present, there are special rules which must be followed in accordance with the University of Houston policies regarding alcohol consumption as well as all applicable state and federal laws.

Will security be present? Yes No

Will a full-time Honors College staff or faculty member be present? Yes No

I agree that I am responsible for setting up the space and ordering all necessary equipment. I agree to properly clean the space when we are through. I understand these guidelines and regulations, and agree to follow those.

Signature

Date

Questions regarding your room reservation? Call Jodie Köszegei at 713.743.1752.