I. PURPOSE

The procedures described herein define the processes to be followed in carrying out the policy outlined in System Administrative Memorandum 01.B.06 - Facilities Reservation and Rental, related to the use of University of Houston facilities by persons and organizations associated with and not associated with the university.

II. DEFINITIONS

A. Auxiliary Space: Area of a university campus that is not supported through State of Texas appropriations.

B. Education & General (E&G) Space: Net assignable area used for academic instruction, research, and support of the institution’s mission. It does not include auxiliary enterprise space or space which is permanently unassigned. E&G space is supported primarily from state appropriated funds.

C. General Purpose Classroom: A classroom that is assigned by the Provost and that is used for scheduled academic instruction that is not otherwise assigned to a specific academic department. All General purpose classrooms are considered E&G space.

D. Non-General Purpose Classroom: A classroom that is assigned to a specific academic college and that is used for scheduled academic instruction. Non general-purpose classrooms are considered E&G space.

E. Grounds: All exterior acreage not covered by buildings. Includes plazas, parks, parking lots, roadways, and any other outside space.

F. Licensee: Any individual or group, whether internal or external to the University of Houston, or whether sponsored or not sponsored (in the case of external individuals or groups), who reserves and uses any university facility or space for a purpose other than that for which it is provided.

F. Reservation Office: Campus unit with responsibility and/or authority to assign a particular university facility or space for use by a university or non-university
individual or group for purposes other than academic instruction. This office is also responsible for collecting and handling all related forms and fees.

GH. Special Services: Services provided in support of an event by personnel, contractors, or vendors either internal or external to the university or the System.

III. SPACE AVAILABLE AND RESERVATIONS

A. The University of Houston Space Inventory, available from the Coordinator of Facilities Inventory, identifies all E&G and auxiliary space, as well as the reservation office with authority for that particular building or room. The assigned unit has primary responsibility to ensure compliance with these procedures and with System Administrative Memorandum 01.B.06.

B. General purpose classrooms used for academic instruction are assigned by Registration and Academic Records (RAR). General purpose classrooms not assigned for instructional purposes may be released by RAR after the Official Day of Record to the UC Reservations Office based on dates and times available for non-academic use.

C. The use of all University of Houston facilities for purposes other than those for which they are primarily intended will be allowed on a first-come, first-served basis according to the following priorities:

- University-wide programs and registered officially recognized student organizations
- Faculty, staff, administration, and those professional organizations/affiliations whose activities are sponsored and coordinated by a University of Houston office or department
- Alumni
- Non-university groups

Reservations for the use of campus facilities must be made through their respective reservation offices listed in Addendum A at http://www.uh.edu/af/survival/facilityrental.htm.

CD. Scheduling General Purpose Classrooms for Non-Instructional Use:

Because general purpose classrooms are in demand, ALL requests for classroom space for non-instructional purposes must be submitted to the Scheduling Office UC Conference and Reservation Services (see Addendum A) IN WRITING writing and at least 72 HOURS IN ADVANCE hours in advance. Written requests are date-stamped upon receipt to ensure priority is given to the appropriate reservation, in the case of two or more requests for the same room(s) and time(s). Cancellations must be made no less than 24 HOURS IN
ADVANCE hours in advance. Individuals or groups that cancel less than 24 hours in advance will be subject to limitations or restrictions on future space use.

**D.** Use of University Facilities for Commercial-External Media Purposes:

The Office of the Associate Vice President for University Relations is charged with oversight of policies and procedures concerning the reservation and use of university facilities for commercial-external media purposes (e.g., movie shoot location, print and television advertising, etc.). This office coordinates all arrangements with the appropriate Reservations Office of the Associate Vice President for Administration and oversees the contractual process involved in finalizing these arrangements and insures compliance with established contractual policies.

**E.** Police Presence Associated with Space Reservation and Rental License:

1. University of Houston Police officers must be hired to provide security, at the cost of the facilities lessee, at events where alcohol is served, unless this requirement is waived. If students are involved, waivers must be requested using a Request for Alcohol Distribution Form, available in the Dean of Students Office. Other waivers may be requested, in writing, to the Associate Vice President for Administration. Event security must be arranged through the University Center Reservation Office, Department of Campus Activities, or the University Police Department (at least two weeks’ advance notice is required by UHPD) using the University of Houston Police Department Request for Police Services Form (Addendum B).

2. The University of Houston may require the public safety presence of University (Police, Parking, Fire Marshal) officers as a condition of holding certain events on campus. The decision to require special event related public safety services is determined in part by the nature and size of the event, the extent the event will impact normal university operations, the target audience, the group’s event history, whether alcohol will be served or available, whether concessions will be sold, and if there will be money collected on site for parking and/or event admission. The final decision to require/waive public safety services related to special events rests with the Chief of Police or his/her designee, the presence of officers and the determination of the number of officers necessary will be made on a case-by-case basis by the Associate Vice President for Administration, in consultation with the University Police Department. All costs for police-associated with these public safety services shall will be borne by the lessee. Please refer to MAPP 07.01.03 for details on how to obtain and pay for these services. Applicable forms can be found at http://www.uh.edu/police/forms/special_event_information.pdf.
IV. FOOD AND BEVERAGES

A. All events held on the University campus shall fully comply with the exclusive agreement terms of the university’s current food service, sponsorship/pouring rights and vended beverage, vended snacks and vended novelty ice cream; established food and beverage contracts and all System and university associated policies for the provision of the same. Questions regarding these exclusive agreement terms should be directed to the Executive Director of Auxiliary Services. Information about the university’s catering services are available at http://www.campusdish.com/en-US/CSW/UnivofHouston/Catering/.

Food and beverage at events held in the Conrad N. Hilton College of Hotel and Restaurant Management must be arranged through their food service operations.

B. Alcohol:

1. It is the university's policy that all members of the university community and guests are required to comply with federal, state, and local laws regarding the possession, consumption, and distribution of alcoholic beverages.

2. Any use of facilities where alcohol will be distributed or consumed and where students are allowed to attend is subject to the Alcohol Policy and Distribution of Alcoholic Beverages Policy published in the Student Handbook, available in the Dean of Students Office.

3. Possession, consumption, or distribution of alcoholic beverages in public areas of the University of Houston is prohibited, except at:

   a. events previously authorized by the Dean of Students, the President, Vice Presidents, or Deans; and

   b. the University Hilton Hotel, cafeterias, and on-campus restaurants or food service areas where alcohol is legally distributed or sold.

A public area is defined as the campus parking lots, campus grounds, campus buildings, or any outside enclosed area or portion thereof, to which the public is invited or given general unrestricted access.

V. RESPONSIBILITY

A. The licensee is responsible for the behavior of their members and guests, and will be held liable for any personal injury or damage or theft of university property.
B. The licensee must agree to comply with all laws, ordinances, and regulations applicable to the intended use and occupancy. In addition, the licensee must agree to be responsible for payment of federal, state or local taxes, which may be levied against the entertainment being presented or on admission to such entertainment activity.

C. The licensee must not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable. The licensee must leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.

VI. UNIVERSITY SPONSORED EVENTS

A. To sponsor an event held by a person or organization not associated with the university, a representative of the sponsoring administrative, academic unit, or registered student organization must submit a completed Acknowledgement of Sponsorship Obligations form (see Addendum CB), approved by the appropriate college, division, or administrative authority, to the unit having assigned authority over the space requested, whether it be E&G or auxiliary space. In the event of two or more sponsors, all must sign the form.

B. The Acknowledgement of Sponsorship Obligations form will not serve to outline the responsibilities of sponsorship and as a reservation of the space; nor will it serve to endorse the person or organization seeking sponsorship, their product/services, or their opinions; nor does it obligate or assign liability to the unit with assigned authority over the space, the university, or the UH System in any way.

C. Off-campus licensee must complete the Facility License Agreement Addendum D and comply with MAPP 13.01.01 - Freedom of Expression. Student groups who sponsor or cosponsor persons or organizations not associated with the university must also comply with guidelines set forth by the Student Program Board, the Activities Funding Board, and the Council of Ethnic Organizations. Information is available in Campus Activities/Dean of Students Office.

V. RESPONSIBILITY

University individuals or groups who use university facilities, and university groups who sponsor non-university individuals or groups to use university facilities, are responsible for the behavior of their members and guests, and will be held liable for any personal injury or damage or theft of university property.

VI. FOOD AND BEVERAGES
A. For reservations involving food and beverage service in facilities where the university food service provider has exclusive rights (University Center [Mediterranean Room exempted], University Center Satellite, The Moody Towers Horizons Dining and Serving Areas, including Convenience Store [Commons exempted], Oberholtzer Hall Dining and Serving Areas and Convenience Store [Room 3A and 3B exempted], The UC and UC Satellite Sidepockets, The Oasis, The Law Center Mini Cafeteria, and Athletic Concession facilities in Robertson Stadium, Hofheinz Pavilion, Yeoman Fieldhouse, and Cougar Baseball Stadium), all arrangements must be made through the campus food service provider. Food and beverage service at events held in the Conrad N. Hilton College of Hotel and Restaurant Management must be arranged through their food service operations. Catering services may be used in other facilities where food service is permitted; however, it is recommended that the campus food service provider be contacted first because they are familiar with on-campus facilities and are generally able to respond more quickly and with greater flexibility than other providers. Off-campus providers must show proof of insurance and provide a temporary alcohol license if serving alcohol. Individuals and groups are prohibited from bringing in food and beverage to be served at events without proper approval by the appropriate reservation office.

B. The System has an exclusive contract with the Coca-Cola Bottling Company to supply cold beverages (defined as all forms of non-alcoholic liquids intended for human consumption and all beverages bases from which these can be prepared. Does not include (i) milk, (ii) flavored milk, (iii) fresh brewed coffee and tea, whether served hot or cold, (iv) fresh brewed hot chocolate, (v) soups, (vi) fresh squeezed juices, (vii) unflavored tap, faucet or fountain water drawn directly from the public water supply, and (viii) non-alcoholic beer) such that only Coca-Cola products may be sold or given away in conjunction with events held on campus. Questions regarding compliance with this requirement should be directed to the Executive Director for Procurement and Auxiliary Services.

C. Campus student organizations and student programs may request from the Executive Director for Procurement and Auxiliary Services a waiver of these food—but not beverage—requirements for fund raising events or special programs. The request must be made in writing and clearly describe the event, who is involved, time and location, and a justification for the waiver. There are certain areas designated in exclusive use facilities where students may bring in snack foods for small groups by working through the respective reservation offices.

D. Alcohol:

1. It is the university’s policy that all members of the university community and guests are required to comply with federal, state, and local laws regarding the possession, consumption, and distribution of alcoholic beverages.
2. Possession, consumption, or distribution of alcoholic beverages in public areas of the University of Houston is prohibited, except at:
   a. events previously authorized by the Dean of Students, the President, Vice Presidents, or Deans; and
   b. the University Hilton Hotel, cafeterias, and on-campus restaurants or food-service areas where alcohol is legally distributed or sold.

A public area is defined as the campus parking lots, campus grounds, campus buildings, or any outside enclosed area or portion thereof, to which the public is invited or given general unrestricted access.

3. Any use of facilities where alcohol will be distributed or consumed and where students are allowed to attend is subject to the Alcohol Policy and Distribution of Alcoholic Beverages Policy published in the Student Handbook, available in the Dean of Students Office.

VII. FACILITY USE FEES

A. E&G Facility Charges: If required by the nature of the event or by the Facilities Use Agreement, the lessee will be responsible for paying the following out-of-pocket expenses as incurred:

   1. Special Support Services
      • Support personnel – e.g., maintenance, building services, etc.
      • Special services – e.g., paramedics, ushers, ticket takers, technicians, etc.
      • Police

   2. Extraordinary utility and maintenance fees

In addition to these expenses, non-university lessees holding events in E&G facilities will be responsible for paying a rental fee, unless a waiver is granted (see Section VII(D)).

Room Rental Charges (includes normal utility and maintenance fees):

   Conference rooms: $200 per full day
                   $125 per half day

   Atriums: $200 per day or any part thereof, plus applicable setup and take-down fees.
Classrooms and Room Half Day Full Day
Seminar rooms: Capacity Charge Charge
12 – 20 $ 100 $150
21 – 35 $ 170 $240
36 – 50 $250 $350
51 + $350 $550

Auditoriums: $1,000 per full day
$600 per half day
Note: does not include Cullen Performance Hall

Gymnasiums: $15 per hour for student groups
$30 per hour for non-student groups (internal or external)
Note: does not include Hofheinz Pavilion.

Half day = 4 hours or less, Full day = more than 4 hours and less than 24 hours

Certain spaces comprise both auxiliary and E&G space. Use of those facilities, and any rental fees, will be determined by the Associate Vice President for Administration, in consultation with the reservation office for the space in question.

Extraordinary Utility and Maintenance Deposit: Room usage fees include a normal utility and maintenance fee. A deposit of $200 is required, whether or not rental fees are required, to cover unanticipated utility or maintenance costs.

Unspent funds will be returned to the lessee by check (with no interest); additional funds will be collected if the deposit is not sufficient to cover the expense. Failure to remit the amount required to cover the expense will result in the lessee being barred from using university facilities for future events.

The university reserves the right to change rates as necessary without notice.

B. Auxiliary Facility Charges: Fees and reimbursable expenses associated with the use of auxiliary facilities can be obtained from their respective reservation offices.

C. Payment, Collection, and Handling of Deposits and Fees:

1. At least five business days prior to the event for which the space is being reserved, deposits, rental fees, and special support services fees for the use of university facilities shall be collected as a single payment by the reservation office with assigned authority over the rented space and deposited into the Central E&G Rental Revenue Account (in the case of
E&G space) established for this specific purpose, or into the auxiliary unit’s own account (in the case of auxiliary space), in accordance with all applicable university and System policies and procedures.

a. Cash will not be accepted under any circumstances as payment of deposits and rental fees.

b. Payment may be by cashier’s check or money order, made payable to the University of Houston. Payment is permissible by credit card, if the reservation office responsible for the space is equipped to handle such.

c. Payment by university departments shall be by voucher (for use of auxiliary space) or by a Service Center Requisition.

2. In those instances where the deposits, rental fees, and special support services fees are deposited into the Central E&G Rental Revenue Account, that portion representing payment for special services fees will be transferred back to the reservation office within two business days of the original deposit to permit the timely payment to those providing the special services.

3. Within five business days following completion of an event utilizing E&G space, the reservation office shall consult with Facilities Management and the Police Department to ascertain the dollar amount, if any, of extraordinary utility, maintenance, and/or police costs incurred in support of the event. This will determine the amount of deposits, if any, to be returned to the lessee or any additional amounts due from the lessee.

4. Within 10 business days following completion of an event, the reservation office shall submit appropriate paperwork to the Controller’s office to transfer to specified operating accounts appropriate funds due Facilities Management and/or the Police Department (in the case of E&G space rental) or the Police Department only (in the case of auxiliary space rental). Appropriate paperwork will also be submitted to refund the lessee any unused portion of the deposits or to bill the lessee for additional charges incurred. No interest will be paid on refunds to the lessee.

D. Fee Waivers: Room rental fees may be waived under certain conditions. Requests to waive expenses for auxiliary facilities must be submitted, in writing, to the appropriate reservation office. The reservation office will respond, in writing, to the requester regarding approval or denial of the request.

1. E&G room rental fees may be waived if the event has clear, measurable benefits to the university or the UH System. Requests for E&G rental fee
waivers must be submitted, in writing, to the Associate Vice President for Administration for consideration. If prior documented approval is not obtained, the reservation office may be held responsible for all, or a portion, of the waived fees.

2. Auxiliary rental fees may be waived at the discretion of the auxiliary authority.

Special Support Services fees, Security Deposits, and Extraordinary Utility and Maintenance Deposits may not be waived unless the reservation office is willing to assume financial responsibility for the waived fees.

VIII. FACILITY USE AGREEMENTS FOR UNIVERSITY SPONSORED AND NON-SPONSORED EVENTS

A. Use of university space by a sponsored non-university group must be authorized by a written agreement. Such agreements are to provide for:

- Full cost recovery;
- Confirmation that the use does not constitute university or state endorsement of the using organization, its views or objectives; and
- Certification that such use does not interfere with primary university uses for which the facilities were intended.

In addition, the agreement must specifically protect the university from any liability or property loss exposures that may or do result from the lessee’s activities or occupancy. The agreement shall indemnify and hold harmless the Board of Regents of the University of Houston System, the University of Houston, and all of its officers, employees, and agents from any actions or causes of action, claims, demands, liabilities, loss, damage, injury, cost or expense of whatever kind or injuries or the death of any person(s) or damage to or loss of any property claimed to have been caused by or to have arisen out of or in connection with or incidental to the use of University of Houston property.

B. University Sponsored and Non-Sponsored events may be required to provide financial responsibility in the form of a Certificate of Insurance or as otherwise may be deemed acceptable by the University of Houston Office of Safety, Environmental Health, and Risk Management Department depending on event location and nature. The Certificate of Insurance should reflect the following:

1. Commercial General Liability coverage $250,000/500,000

2. University of Houston is added as an additional insured
• Subrogation against the University of Houston is waived.

Depending on the event, coverage and/or limits may vary.

C. The lessee must agree to comply with all laws, ordinances, and regulations applicable to the intended use and occupancy. In addition, the lessee must agree to be responsible for payment of federal, state or local taxes, which may be levied against the entertainment being presented or on admission to such entertainment activity.

D. The lessee must not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable. The lessee must leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.

EB. Reservation offices are permitted to draft license agreements that are unique to their facility, provided all the provisions of Section VII are included. A draft of the agreements must be submitted to and approved by the Office of the General Counsel (OGC) or Contract Compliance prior to actual use. Alternatively, the Facility License Agreement Addendum D must be used.

Reservation offices are responsible for:

1. Ensuring that the form used for the agreement has been approved by the Office of Contract Compliance; the General Counsel;

2. Maintaining an inventory of blank agreements;

3. Ensuring the agreements are properly executed on a timely basis;

4. Promptly forwarding a copy of each Addendum D (or substitute agreement approved by OGC) to the Associate Vice President for Administration (or designee);

5. Maintaining completed agreements a minimum of three years; and

6. Ensuring full compliance with MAPP 04.04.01A - Contracting - General

VIII. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for University Services
Associate Vice President for Student Development
Executive Associate Vice President for Academic and Faculty Affairs
IX. APPROVAL

Vice President for Student Affairs

Senior Vice President for Academic Affairs

Randy Harris

Executive Vice President for Administration and Finance

Arthur K. Smith

President

Date of President’s Approval: August 30, 2000

Effective Date: August 31, 2005

IX. REFERENCES

Texas Education Code, Chapters 51 and 111
System Administrative Memorandum 01.B.06—Facilities Reservation and Rental
MAPP 04.04.01—Contracting

Index Terms: Auxiliary space

E&G space

Events

Facilities

General purpose classroom

Grounds

Rental

Reservations
Addendum A

RESERVATION OFFICES

Reservation Office
Areas of Oversight
University Center Reservations Office
• University Center *
(713) 743-5287
• UC Satellite *
• Cullen Performance Hall
• Lynn Eusan Park
• UC Satellite Patio/Hill
• Cullen Family Plaza
• Discovery Park
• Agnes Arnold Auditoriums 1 and 2
• Social Work Rooms 101 and 102 (auditoriums)
• Science & Research Rooms 116 and 117 (auditoriums)
• Engineering Lecture Hall D2
• Fleming Building Room 160
• Most other outdoor space (parking lots, lawns, breezeways, courtyards, etc.)

Scheduling Office
Registration and Academic Records
• General purpose classrooms
Scheduling Office
(713) 743-9036
• Other classrooms (coordinates with respective authority)

Residence Halls Reservations
• Moody Towers *
(713) 743-6013
• Quadrangle *
• South Campus Recreation Area, Outdoor pool *
• Rooms 3A and 3B, Oberholtzer Hall

A.D. Bruce Religion Center *
(713) 743-5050
• Wedding reservations
• Receptions and other ceremonies

University Hilton *
(713) 741-2447
• Individual rooms and meeting rooms housed within the University Hilton Hotel Complex

Wortham Theatre, Manager’s Office, (713) 743-2988
Houston Alumni Organization, (713) 743-2201

Athletics Department, (713) 743-9374
• Athletics facilities *

Humanities, Fine Arts, and Communication
(713) 743-2988
• Blaffer Gallery
• Organ Gallery
• Dudley Hall
• Moores Opera House

Campus Recreation
(713) 743-9500
• Raquetball courts
• Indoor swimming pools
• Intramural Field

Program Coordinator, Health and Human Performance
(713) 743-9852
• Melcher Gymnasium
• Garrison Gymnasium

Manager, Cullen Performance Hall
• Cullen Performance Hall
(713) 743-5192

Special Events, (713) 743-8160 • Cullen Family Plaza

Gerald D. Hines College of Architecture • Architecture Atrium
Dean’s Office, (713) 743-2400

Assigned College Business Office • Non-General Purpose Classrooms

University Relations, External Communications • All commercial purposes (see Section III(D))
(713) 743-8155 • using any University of Houston facility

* Facilities comprised, in part or in whole, of auxiliary space.

Addendum B
# UNIVERSITY OF HOUSTON POLICE DEPARTMENT REQUEST FOR POLICE SERVICES

*Those On The Past Due List May Not Request Police Services*

**Please Print**

<table>
<thead>
<tr>
<th>Organization/Department:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorizing Person</td>
<td></td>
</tr>
<tr>
<td>Requesting Service:</td>
<td></td>
</tr>
<tr>
<td>Billing Address:</td>
<td></td>
</tr>
<tr>
<td>Type of Event:</td>
<td></td>
</tr>
<tr>
<td>Date of Event:</td>
<td>Location:</td>
</tr>
<tr>
<td>Estimated Attendance:</td>
<td>Event Time Frame:</td>
</tr>
<tr>
<td>Contact Person at Event:</td>
<td># of Officer's Needed:</td>
</tr>
<tr>
<td>Special Details/Instructions for Officers:</td>
<td></td>
</tr>
</tbody>
</table>

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**Two Week Advance Notice Required**

<table>
<thead>
<tr>
<th>Alcohol: ( ) Yes ( ) No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representative Signature: Date:</td>
</tr>
<tr>
<td>Reservations Signature: Date:</td>
</tr>
<tr>
<td>Dean or Designee's Signature: Date:</td>
</tr>
</tbody>
</table>

---

**Picked Up By UHPD Personnel:** Date:

---

**PAYMENT SECTION**

<table>
<thead>
<tr>
<th>Group/Department:</th>
<th>Fee Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check #:</td>
<td>Cash:</td>
</tr>
<tr>
<td>Money Order #:</td>
<td>SCR #:</td>
</tr>
</tbody>
</table>

Person Receiving Deposit: Date Received by UHPD

*(NOTE: Events hosted by non-university affiliated groups require prepayment in the form of a check, cash or money order)*

---

**CANCELLATION**

As authorized Representative of: *Organization/Department*

I do hereby cancel the above Request for Police Services: *(48 Hours Advanced Notice Required)* Date:

Representatives Signature: Title: |

Reservations Signature: Time: |

Date/Time received by UHPD: By Whom: |

---

**Distribution:**

- White: Police Department
- Pink: Organizations Copy
- Green: Event Change Form
- Gold: Dean of Student Copy
- Yellow: Cancellation Form

*(UHPD 11/82, Rev. 5/94)*
ACKNOWLEDGEMENT OF SPONSORSHIP OBLIGATIONS

To: _________________________________  
(Office having Assignment Authority or Reservations Office)

As ________________________________, I have been authorized to represent that
_____________________________  (Title or Position)

____________________________________________________has agreed to sponsor
____________________________________________________(Sponsoring University/Student Organization)

____________________________________________________for the use of
____________________________________________________(Organization/Applicant)

____________________________________________________for the purpose of
____________________________________________________(Specify Space Desired)

to be held ________________________________________________  
____________________________________________________(Dates and Times)

In the event that the sponsored organization fails to meet all the financial obligations incurred for the use of the described space, the sponsoring organization shall accept full responsibility for those financial obligations. Accordingly, I acknowledge that the sponsoring organization will be billed for any amounts due to the university and not paid by the sponsored organization. I acknowledge that this form will not serve as a reservation of the space; nor will it serve to endorse the person or organization seeking sponsorship, their product/services, or their opinions; nor will it obligate or assign liability to the unit with assigned authority over the space, the university, or the UH System in any way.

____________________________________________________  
Name__________________________________________ Date

____________________________________________________  
(Dean, Division Head, or Equivalent)__________________________ Date
Addendum D

FACILITIES USE AGREEMENT FORM

Lessee

Name/Contact: ____________________

Company/Organization: _______________

Department: _______________

Address: _______________

Phone: ____________________

Fax: ____________________

E-mail: ____________________

UH Sponsored? Yes ☐ No ☐ Sponsor: _______________

Insurance: The lessee must submit a certificate of insurance and a completed copy of this agreement to:

Office of Facilities, Planning, and Construction

Houston, Texas 77204-1852

Event

Event Name: ____________________

Event Date(s): ____________________

Event Time(s): ____________________

Purpose/Function: _______________

Audience/Attendees: _______________

Facility and Fees

Building: ____________________

Room: _______________

Classification: ☐ E&G ☐ Auxiliary ☐ Oversight Authority: _______________

Fee: _______ Special Support Services: (attach itemization, if applicable)________

Room Rental Charges: _______ (attach approved waiver request, if applicable)________

Extraordinary Utility and Maintenance Deposit: _______

Total Amount Due: _______

Due By: _______

Form of Payment: ☐ Cashier’s Check ☐ Money Order ☐ Voucher ☐ SCR _______________

The lessee agrees to pay all rental fees by the date stated herein. Failure to pay fees by the due date shall result in limitations or restrictions on future use of any UH facility by the lessee. The lessee is solely responsible for the activities, supervision, and safety and welfare of participants, including but not limited to times when participants are in University common areas, restrooms, classrooms, parking areas, or on any University property. This agreement is made upon the express condition that the University shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of the lessee, its agents, or employees, or third persons, from any cause or causes whatsoever, whether in or upon premises or any part thereof during the term of this Agreement, or occasioned by any occupancy or use of premises or any activity carried on by the lessee in connection therewith, and the lessee hereby covenants and agrees to release, forever discharge and/or indemnify, defend and hold the University, its System, its regents, officers, agents, and employees, harmless from any and all claims, losses, suits, demands, causes of action of whatever kind and nature, proceedings, damages or liabilities, including attorney's fees, on account of or by reason of any such injuries, death, liabilities, claims, suits, or losses however occurring or damages growing out of the same, whether or not caused by the negligence, act, or omission of the University. The lessee agrees to comply with all laws, ordinances, and regulations applicable to the intended use and occupancy. In addition, the lessee agrees to be responsible for payment of federal, state, or local taxes, which may be levied against the entertainment being presented or on admission to such entertainment activity. The lessee shall not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable.

The lessee shall leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.

Lessee Signature: _______________

Date: _______________

Facility Oversight Agent: _______________

Date: _______________