The Honors College Room Reservation Form

Please return the Student Services Office, 212 MD Anderson Library

*Room reservations for external groups will be confirmed no more than two weeks in advance. We require 48 hours notice for most reservations.
*For events starting and ending after 7:00pm there will be a charge for room rental at the rate of $25.00 per hour per student worker, payable in advance.
*If you are expecting more than 50 attendees to be seated at your event, you **must** contact the Physical Plant (x3-1411) to arrange for rental of chairs and any needed tables. We cannot guarantee chairs as they may be in use in our classrooms.
***Max capacity for the Commons is 80 people.**
*Use of the Commons is restricted prior to 3 pm Monday—Friday.
*Presenters and organizations are responsible for providing their own laptop and connectors. Presentations brought on external drives can be accommodated.
****The College cannot guarantee A/V support or setup/breakdown support for an event.***

Requestor Name:_____ **Organization:**_____

Honors Affiliation:_____ **Email Address:**_____

Cell Number: (_____)_____-_____ **Date of Request:**_____

Date of Event:_____ **Expected # of Attendees:**_____

Room Requested: _____ **Alternate Room Requested:**_____

Event Start Time:_____ **Event End Time:**_____

Description of Event:_____

_____

A/V Needed: ☐ none ☐ Projector/screen ☐ mic/podium (Commons only)

Will FOOD be present? ☐ Yes ☐ No **Will ALCOHOL be served?** ☐ Yes ☐ No

If alcohol is present, special rules must be followed in accordance with University of Houston policies regarding alcohol consumption as well as applicable state and federal laws. Responsible parties **MUST contact UHPD and designate a server at least 21 years of age who holds a current TABC certification.*

Will a full-time Honors College staff or faculty member be present? ☐ Yes ☐ No
If "Yes," please give a name:_____

****I agree that I am personally responsible for setting up the space and ordering all necessary equipment. I agree to properly clean the space when the event is completed. I understand these guidelines and regulations and agree to follow them.****

_____ _____

Signature **Date**