

The Honors College Room Reservation Form

Please return to Lucy Bonner—212 MD Anderson Library, lmbonner@uh.edu, or 713.743.9011

External Groups:

- *No more than two per group per semester
- *Reservations made no more than two weeks in advance
- *48 hours notice for reservations
- *The Honors College **closes** at 7pm Monday-Thursday and at 5pm Fridays.
- *We cannot guarantee chairs as they may be in use in our classrooms

Commons:

- *Use is restricted prior to 4pm Monday-Friday
- *Physical Plant (x3-1411) chairs and tables for rent
- *Presenters and organizations are responsible for providing their own laptop and connectors. Presentations brought on external drives can be accommodated.
- *MAX CAPACITY is 80 people.
- *You are responsible for A/V support and setup/breakdown for an event and must clean up.

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