

## The Honors College Room Reservation Form

Please return to Mallory Chesser - 212 MD Anderson Library or mlchesser@uh.edu.

Due to the number of requests Honors receives from external organizations, we have implemented the following restrictions on room requests. Please be aware of these changes:

\*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 7:00 pm, there will be a charge for room rental at the rate of \$25.00/hr, 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 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 2 p.m. Monday-Thursday.

\*Presenters and organizations are responsible for providing their own laptop and connectors. Presentations brought on external drives can be accommodated. *The College cannot guarantee AV support or setup/breakdown support for an event.*

Requester Name \_\_\_\_\_ Organization \_\_\_\_\_

Honors Affiliation \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Cell Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Date of Request \_\_\_\_\_

Date of Event \_\_\_\_\_ Expected Attendees (#) \_\_\_\_\_

Room Requested \_\_\_\_\_ Alternate Room Requested \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Description of Event \_\_\_\_\_

A/V equipment requested (please indicate):

none requested      projector/screen      mic/podium (Commons only)

**Will food be present?** Yes No      **Will alcohol be served?** Yes No

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

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

“yes,” please give name: \_\_\_\_\_

*I agree that I am 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