

UNIVERSITY of HOUSTON

STUDENT HOUSING & RESIDENTIAL LIFE

CONFERENCE RESERVATION REQUEST FORM

4373 Cougar Village Dr. 121 • Houston, TX 77204-3018 • 713-743-6007 • StayatUH@uh.edu

Completing this form is the first step in booking conference rooms and meals. Once the completed form is received an estimate will be sent for approval. Once approved, a guest housing agreement/contract is drafted. All requests remain pending until a contract is signed and deposit is received. Please complete a separate form for multiple events.

Group Name _____ Conference Dates _____

(Mid-May 2022 through July 31, 2022)

Contact Person _____

Phone _____ Email _____

Address _____

On-site contact (w/phone) _____

Group name as it should appear on contract _____

Department Code: _____ (Internal groups only)

Housing

All conference guests will be housed in a 4-person suite or 2-person suite. Please note that buildings used for conferences are subject to change from year to year.

Group Type: Adult _____ Youth _____ Age of participants: _____

Estimated Number: (Total number of individuals needing accommodations.) _____

Please distinguish the number of male (M) and female (F) spaces needed. M _____ F _____

Number of 4-person suites _____ and/or 2-person suites _____

Please list your proposed check-in(s) and checkout(s) date and time.

	Number of Participants	Housing Check-In Date	Housing Check-In Time	Housing Check-Out Date	Housing Check-Out Time
Early Arrivals					
Main Group Arrival					

*Please note that check-out times later than 12:00pm will result in a charge equivalent to an additional night per late departure.

Dining Needs

Will your group need meals? No _____ Yes _____

(Conference Programs staff will reach out within two business days of receipt with more information and meal plan form.)

Parking Permits

Will your group need parking permits? No _____ Yes _____ If yes, how many? _____

Beginning Date _____ End Date _____

Meeting Space Reservations

Will your group need meeting/classroom space? If so, please fill out the information below. Please note that all reservation requests are subject to confirmation. Limited space is available.

Day/Date	Starting Time	Ending Time	Capacity	Quantity

Next Steps

Once this form is submitted, the primary contact person listed on previous page will be contacted by Conference Programs staff to clarify information, provide the meal plan form if applicable and provide estimated total costs. Submission of this form does not signify a guarantee for programming needs. Spaces are only solidified when a contract is signed and a 50% deposit of all estimated costs has been received. Contracts will begin to be drafted in mid-February.

If any questions arise as you begin to plan your event, please do not hesitate to reach out to Conference Programs at StayatUH@uh.edu. Also, be sure to visit our [website](#) for helpful information.