

Games Room Reservation Request / Invoice

Today's Date: _____ Employee Taking Reservation: _____

Name of Organization/Individual: _____

Event Title: _____ Date/Day of Event: _____

Time of Event: _____ Special Requests: _____
(2 Hour Minimum) (Start Time) (End Time)

Estimated Attendance: _____ Age Group: _____

Applicant's Name: _____

E-mail: _____ Phone Number: _____

People Soft #: _____

Type of Group:

UH Registered Student
Organization

UH Department

Others (Off-Campus
Organization/Individual)

Equipment Requested: (2 hour 2 piece of equipment minimum)

# _____	Bowling Lanes	x	\$ _____	Rate (per hour / per lane)	x	_____	Hours Reserved	=	Total _____
# _____	Glow Bowling	x	\$ _____	Rate (per hour / per lane)	x	_____	Hours Reserved	=	Total _____
	<small>(8 lane minimum)</small>								
# _____	Billiards Tables	x	\$ _____	Rate (per hour / per lane)	x	_____	Hours Reserved	=	Total _____
EXCLUSIVE USE		x	\$ _____	Rate (per hour)	x	_____	Hours Reserved	=	Total _____
	<small>(2 Hour Minimum)</small>								
EXCLUSIVE USE (GLOW)		x	\$ _____	Rate (per hour)	x	_____	Hours Reserved	=	Total _____
	<small>(2 Hour Minimum)</small>								

Sub Total: _____

Payment Date Due: _____

Sales Tax: _____

Payment Received: _____

Full Amount Due: _____

**Reservations must be made at least 72 hours in advance
No reservations on Fridays or Saturdays ending after 8PM**

**If claiming Sales Tax Exemption, a Texas Sales and Use Tax Exemption
Certification and the Exemption Verification Letter from the Comptroller's
Office for the vendor must be provided with the Reservation Request.**

Payment:

The FULL AMOUNT is due NO LATER than 72 hours prior to the reservation or the reservation **WILL BE CANCELLED!**

- UH Departments MUST pay by SC Voucher. No Payment by Credit Card/P-Card. Our Vendor ID is 0000000024.
- Payment can be made online with a Credit Card at: <http://www.uh.edu/games/reservations/>
- Payment is non-refundable once payment is received.
- If paying with a check please make it out to "The University of Houston"
- Payment in-person can be made during office hours: Mon - Fri 9:30AM - 4:30PM
- Reservations are time based. The time will begin and end based on the time reserved.

Reservations arriving 30 minutes late, without any notification, will be cancelled (no refunds).

Accommodations:

- The Student Center Games Room will try to accommodate special requests, but Games Room Staff have the right to assign/change lane numbers, table numbers, and/or other arrangements as they see best fitting the needs of the Games Room and all reservations for that day and time.
- Lighter balls and bumpers are available upon request. Please do not block exits or walk areas with any chairs, tables or decorations. Decorations are permitted in the Games Room, but please do not tape anything to the windows or walls.

Additional Notes: _____
(For Office Use Only)

Food & Beverages:

Is food to be provided?

NO YES — If yes, provided by:

- 1. UH Dining Services (Chartwells Catering)
 The Fresh Fork: (713) 743-2202 : thefreshforkUH@compass-usa.com :
<https://dineoncampus.com/uh/fresh-fork-catering>
- 2. Applicant Group (Bringing snacks from home/purchased from store/fast food)
 -All beverages brought MUST be Coca-Cola Products including water: Dasani
 -Guests are NOT allowed to bring alcoholic beverages into the Games Room
 -Guests CAN NOT bring chafing dishes with open flames
- 3. Catering off campus
<https://uh.edu/fls/food-safety/temporary-food-dealers/temporary-food-dealers-permit/>

Alcohol served at the event? NO YES — If yes, alcohol must be catered by UH Dining Services (Chartwells) or purchased at the snack bar. EVERYONE drinking or purchasing alcohol must have proof of age (i.e. Valid Texas Driver's License).

Safety Comes First!

- For your safety and the protection of our lanes and approaches, BOWLING SHOES ARE REQUIRED when bowling.
- When youth are present, we request adequate adult supervision be provided.
- Do not place any food or beverages on the billiard or table tennis tables.
- Horse play (i.e. throwing two balls, intentional lofting of bowling balls, etc.) will not be tolerated.
- Damage to lanes or equipment through inappropriate use will be passed onto the group's listed contact/organizer.

Parking Information:

<https://www.uh.edu/parking> : (832) 842-1097 : parking@uh.edu

- The Student Center Games Room is not responsible for parking on campus. Please refer to parking and transportation for visitor parking information and location.

Visitor Parking (Not Including Metered Spaces)

Elapsed Time	Rate
First 30 minutes	No Charge
31 min. -1 hour	\$3
1-2 hours	\$6
2-3 hours	\$10
3-4 hours	\$14
4-24 hours	\$18

Metered Parking

Elapsed Time	Rate
0-1 hour	\$3
1-2 hours	\$9
2-3 hours	\$10
3-24 hours	\$20

Payment at a meter entitles the customer to park in that metered location only and is non-transferable to any other metered area on campus.

I have read, understand, and agree to the terms and conditions and verify the validity of this request.

Signature: _____ Date: _____

***Please allow 1-2 business days to process your Reservation Request**

Reservations Office:
 832-842-6201
 gmreserv@central.uh.edu
www.uh.edu/games/reservations

UNIVERSITY of
HOUSTON
 STUDENT CENTERS

GAMES ROOM

Hours
 Mon-Thu: 10am-11:45pm
 Fri-Sat: 10am-12:45am
 Sun: 1pm-11:45pm
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