

Date of Application: _____

Name of Organization / UH Dept / Group: _____

Event Title: _____

Event Date(s) _____

Event Times: This is the time we will advertise to the public. **Start** _____ AM/ PM **End** _____ AM/PM

Proposed Location: _____ **Estimated Attendance:** _____

(Outdoor Sites & Temporary Signage require additional forms/items as applicable: Freedom of Expression Organized Expressive Activity Form, Event Registration, Sponsorship Verification Form, Decibel Meter, Permission from Dean of Students Office, etc)

Applicant/Contact Person: (1st contact and signature for RSOs must be an approved officer.)

1st Contact: _____ Email: _____

Phone #: _____ Alt Phone #: _____

2nd Contact: _____ Email: _____

Phone #: _____ Alt Phone #: _____

Mailing Address (Street, Apt. #, etc): _____

City: _____ State: _____ Zip: _____

Type of Event: *(check one)*

Status of Participating Group(s): *(check all that apply)*

____ UH Registered Student Organization (RSO)

____ UH Department /College /Office

____ Off-Campus Organization /Individual

If this is a sponsored event, list the second organization.

____ Academic (commencement, orientation, inductions)

____ Banquet / Food Function / Wedding Reception

____ Blood Drive

____ Conference (multiple room events)

____ Display / Distribution (information table, etc)

____ Equipment Only

____ Fundraiser / Bake Sale

____ Games / Tournaments

____ Job / Career Fair

____ Lecture / Seminar / Workshop / Retreat

____ Meeting / Information Session

____ Performance / Ceremony

____ Rehearsal / Setup

____ Social Event (mixer, party, student alcohol event, etc.)

____ Other _____

Who will attend the event: (Check all that apply)

____ UH Students

____ UH Faculty and/or Staff

____ Minors

____ Non-UH Affiliated Guest: Identify - General Public,

Local College/High School, Other _____

Admission/Registration/Entry Fee/Donation/Fundraiser:

____ No ____ Yes If yes, how much? \$ _____

If yes, tickets sold at Door? ____ &/or Pre-sale? ____

Amplified Sound or Personal Musical Instruments at Event:

(PA system, radio, mics, speakers, drums, guitars, etc.)

____ No ____ Yes – Indicate service provider below

____ No ____ Yes– Indicate services provider below

____ Other (applicant group, outside company, DJ, band, etc.)

Will Food or Non-Alcoholic Drinks Be Provided:

(Only Coca Cola drink products may be distributed in or on campus)

____ UH Dining Services

____ Applicant Group (Brought into the building by group)

____ Off-Campus Caterer (Served by caterer in the building)

(Certificate of Insurance w/UH as additional insured party required & a Temporary Food Dealer's permit from UH Fire Marshall's Office)

Will Alcohol Be Served at Event:

____ No ____ Yes

(Event in the SC with Alcohol must be catered by

UH Dining Services)

(A cleaning fee may be charged to any event if excessive cleaning is required.)

Will media be involved? If so, Please explain: _____

Description of Event: *(Include as many details as possible. Attach additional information if needed.)*

Room Arrangement: https://uh.edu/studentcenters/reservations/files/room_arrangements.pdf

____ Banquet (Round Tables) ____ Boardroom / Conference Table ____ Chairs around Perimeter

____ Circle of Chairs ____ Classroom (Tables w/ 3 chairs) ____ Empty ____ Finger (Table w/ 6 Chairs)

____ Open Square Tables ____ Theater / Rows of Chairs ____ U-Shape of Tables w/ Chairs

____ Special Instructions or Diagram **(Use space below, attach special instructions or a diagram to this request form)**

Please indicate the number of tables you will need:

____ **Head Table** (w/2 chairs, front of room) ____ **Display/Info** (no chairs, front of room) ____ **Food** (no chairs, back of room)

(Continued On Page 2 – BOTH SIDES MUST BE COMPLETE FOR REQUEST TO BE PROCESSED)

STUDENT CENTERS RESERVATION REQUEST (Page 2)

Personnel Request:

___ **Audiovisual Operator** (\$20-\$50 /hr. Standard time is one hour before and one hour after event time) The Houston room and Theater typically require 1-4 technicians depending on the complexity of the event. Please contact the AV coordinator to work out these details at scav@uh.edu

___ **Electrician** (\$30/hr.; Minimum of 3 hours on weekends or after 5 p.m. weekdays)

___ **UHPD Officers** (Up to \$40/hr. per Officer; Minimum of 4 hours; must book at least 15 days in advance to avoid late fees)

___ **Early Opening /Late Closing** (Up to \$100/hr.; Event beyond the posted hours of operation, e.g. Sundays before 1 PM)

Equipment*	RSO	UH Department	UH Sponsored	Non-UH Sponsored
Wireless Clicker	Free	Free	Free	Free
Conference Phone	\$15	\$30	\$60	\$60
Easels	Free	Free	Free	Free
Flip Chart	\$10	\$10	\$10	\$10
Flags (US/TX)	\$10	\$10	\$10	\$10
Laptop Computer	\$25	\$100	\$100	\$100
Laptop Speakers	\$5	\$10	\$25	\$25
LED Uplights**	\$5	\$10	\$15	\$20
Podium (Amplified)	\$15	\$15	\$15	\$15
Podium	Free	Free	Free	Free
Projector/TV	\$25	\$100	\$100	\$100
Projector Screen	Free	Free	Free	Free
Room Divider	Free	Free	Free	Free
Sign Stands	Free	Free	Free	Free
Stage Platforms	\$25	\$25	\$25	\$25
Stanchions	Free	Free	Free	Free
Large Event Spaces				
Projector	\$100	\$150	\$225	\$300
Sound System	\$25	\$50	\$75	\$100
Wireless Mics	\$35	\$35	\$35	\$35
Outdoor/other spaces				
Portable PA System***	\$25	\$100	\$100	\$100
Barricades	Free	Free	Free	Free

**We do not provide equipment outside the SC
There is a refundable damage deposit of \$300 for Non-UH Sponsored groups using the Large Event Spaces.**

NOTICE:

- * All equipment is subject to inventory limitations.
- ** Please let us know what color(s) the uplights should be. If you need more complex lighting, please contact the AV coordinator.
- *** This item will require 1 AV operator. If you require a larger sound system please contact the AV coordinator.

Prices and availability of rooms, equipment, & personnel are subject to change without notice.

As the authorized representative, I understand and agree to the following statements: “The information I have provided is true and accurate. If changes occur or are required after this request is submitted, I will notify the SC CARS in writing. I acknowledge my responsibility for all charges associated with this event. I further agree that it is my responsibility to be familiar with the applicable SC Policies as they relate to the event described on this request.”

SIGNATURE: (Required) _____

**Policies available at <http://www.uh.edu/studentcenters/>
Click on Conference and Reservations, then POLICIES AND PROCEDURES.**

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

Office Use Only: Issued Reservation # _____

(Revised: May 2021)