

STUDENT CENTER RESERVATION REQUEST

Complete this form for single event reservation requests

This form is not for multi-date, banners/table tents or temporary outdoor signage

Date of Application: _____

Name of Organization / UH Dept / Company: _____

Event Title: _____

Event Date(s) & Day(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 & Signs require additional forms/items as applicable: Freedom of Expression Organized Expressive Activity Description 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: _____ E-Mail: _____

Phone #: _____ Alt Phone #: _____

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

City: _____ State: _____ Zip: _____

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.

Type of Event: *(check one)*

____ 1. Academic (commencement, orientation, inductions)

____ 2. Banquet / Food Function / Wedding Reception

____ 3. Blood Drive

____ 4. Conference (multiple room events)

____ 5. Display / Distribution (information table, etc)

____ 6. Equipment Only

____ 7. Fundraiser / Bake Sale

____ 8. Games / Tournaments

____ 9. Job / Career Fair / Tech Fair

____ 10. Lecture / Seminar / Workshop / Retreat

____ 11. Meeting / Information Session

____ 12. Performance / Ceremony

____ 13. Rehearsal / Setup

____ 14. Social Event (mixer, party, student alcohol event, etc)

____ 15. Other _____

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

____ UH Students

____ UH Faculty and/or Staff

____ 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 Musical Instruments at Event:

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

____ No ____ Yes – Indicate service provider below

____ SC Event Services

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

Will Alcohol Be Served at Event:

____ No ____ Yes ____ Yes, event not in SC or SC Satellite

(Event in the SC or SC Satellite with Alcohol
must be catered by UH Dining Services)

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

Will Food or Non-Alcoholic Drinks Be Provided:

(Only Coca Cola drink products maybe distributed in the on campus)

____ No ____ Yes– Indicate services provider below

____ 1. UH Dining Services

____ 2. Applicant Group (Brought into the building by group)

____ 3. 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)*

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

Room Arrangement: (Check our website for examples)

____ 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)

Office Use Only: Issued Reservation #

Room(s):

STUDENT CENTER RESERVATION REQUEST (Page 2)

Cougar Trading Cards (CTC) I would like to give away CTC. (Registered Student Organizations and UH Main Campus Departments Only. Students can collect the cards towards winning a \$1000 scholarship. In addition Cougar Trading Cards can display your event on 3 websites, 2 Facebook groups and a PowerPoint that is sent to 200+ faculty and used every week by nearly 100 professors in their classes. Cougar Trading Cards will contact you or you can go by the CTC offices at SC 267 or F-138 or e-mail cougartradingcards@uh.edu Website: <http://www.uh.edu/tradingcards/>)

Personnel Request:

- ___ **Audiovisual Operator** (\$20 /hr.; Standard time is one hour before until one hour after event time)
- ___ **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, i.e. Sundays before 1 PM)

Equipment Request: ___ **No Equipment required.** (We do not provide equipment outside the SC or SC Satellite)
 (Please enter the number of items being requested. Items subject to availability)

Equipment: (Price per unit)	Charge:	Equipment: (Price per unit):	Charge
___ AV Cart	Free	___ Podium – Amplified Standing	\$ 15
___ CD Player, Portable	##	___ Podium – Amplified Tabletop	\$ 15
___ Conference Phone	###	___ Podium – Standing	Free
___ Dry Erase Board	Free	___ Podium – Tabletop	Free
___ DVD Player #	#	___ Projection Screen (no projector)	Free
___ Easels	Free	___ Sign Stands (14” wide X 22” tall display area)	Free
___ Flip Chart w/ Paper & Markers	\$ 10	___ Stage Platforms	\$ 25
___ Flag Presentation Set (USA, Texas, UH)	\$ 10	___ Stanchions	Free
___ LCD Projector (RSO Fund Raiser \$25)	\$ 100	___ Trashcans (extra ones for large events)	Free
___ LCD Projector Ex. Spks	#	___ TV/DVD Unit	\$ 25
___ Laptop Computer	\$ 100	___ Other: _____	
___ Laptop Computer Ex. Spks	##	___ Other: _____	
___ Room Divider	Free	___ Other: _____	

Large Event Space: (Charges Per Day) (The theater and Houston room includes sound*)

___ Sound System	\$ 100 (Non-UH Sponsored)	\$ 75 (UH Sponsored)
	\$ 50 (UH Depart.)	\$ 25 (RSO Fund Raiser)

(There are additional charges for equipment when needed for events. These items will be identified in advance.)

___ Video Projection	\$ 300 (Non-UH Sponsored)	\$ 225 (UH Sponsored)
	\$ 150 (UH Depart.)	\$ 100 (RSO Fund Raiser)

___ **Portable PA System**** - We have several different systems and will work with you to provide the correct system
 Price ranges from \$20 (For RSO Fund Raiser) to \$300 for large system. (Labor cost not included)

___ Wall Accent Lights***	\$ 20 per Light (Non-UH Sponsored)	\$ 15 (UH Sponsored)
	\$ 10 (UH Depart.)	\$ 5 (RSO Fund Raiser)

There is a refundable damage deposit of \$300 for Non-UH Sponsored groups using the Large Event Spaces.

NOTICE:

- * The theater requires 2 – 6 AV Operators base on event type. Most live performance requires 3 AV Operators.
- ** These items require our AV Operator(s) to handle the AV needs for your event/meeting.
- *** Wall Accent/Up Lights may require additional reserved time to setup based on the event details.
- # Non-UH and Sponsored - \$40, Department - \$20, Student Reg. Org. - \$10
- ## Non-UH and Sponsored - \$25, Department - \$10, Student Reg. Org. - \$5
- ### Non-UH and Sponsored - \$60, Department - \$30, Student Reg. Org. - \$15

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 **EVENT SERVICES** 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.