

University of Houston Clear Lake

Scheduling and Space Planning Office · 2700 Bay Area Boulevard, Box 350 Houston TX 77058-1098

Facility Request Form

Today's Date: _____ Event Date: _____

Event Title: _____ Estimated Attendance: _____

Set Up Required: Yes No

Diagram attached: Yes No

Requestor: _____ Email: _____

Daytime Phone: _____ Evening Phone: _____

Primary Contact: _____ Email: _____

Daytime Phone: _____ Evening Phone: _____

Campus Department: _____ Campus Mail Box: _____

University Sponsor/Student Organization: _____

Company/Organization Name: _____

Street Address: _____ City: _____ State: ____ Zip : _____

Event:	Date:	Date	Date:	Date:	Date:
Access Needed:					
Event Begins:					
Event Ends:					
Access Complete:					

Event:	Date:	Date	Date:	Date:	Date:
Access Needed:					
Event Begins:					
Event Ends:					
Access Complete:					

Food Served: N/A breakfast buffet box lunch hors d'oeuvres

Beverages Served: N/A water coffee/tea soda punch juice

Alcohol Served: N/A beer wine liquor
If alcohol served, Vice President Approval: _____ date: _____

Police Chief Notification: _____ date: _____

Catering Services Provided By: Campus Dining Services Outside Catering Donated Org./Dept.

Animal Permit Obtained: yes no N/A
Cooking Permit Obtained: yes no N/A

Continued

Please circle the requested facilities, equipment and/or services. Include quantity where applicable. *Any presentation or sound system setup beyond a stand-alone podium must be coordinated through the UCT Support Center (B2300). You may contact them at 281-283-2828 or via email at supportcenter@uhcl.edu.*

Bayou Building	SSCB	Outdoor Facilities	Equipment/Services
Atrium I, Level 1	Lobby	Alumni Plaza	Podium/Microphone
Atrium I, Level 2	SSCB Lecture Hall	Basketball Crt. (internal)	Upright display case
Atrium I, Level 3	Computer Lab	Bayou Field	Flat display case
Atrium II, Level 1	Café Bono (approval from SLO)	Delta Field (internal only)	Directional Parking Sign
Atrium II, Level 2	Conference Room	Bayou Patio Café	Banners
Atrium II, Level 3		SSCB Field	Ropes and stands
Bayou Theatre	Delta Lobby	Tennis Courts	Classrooms: (list preference)
Bayou Bridge	Arbor Lobby	Furniture	
Computer Lab		6' rectangle tables	
Forest Room (B1418)	Parking Lots	5' rectangle tables	
Garden Room (B1510)	Lot D	5' round tables	
Patio	Lot G	4' round tables	
Exec. Conference Room	Lot J	3' round tables	

Please Note: A copy of set up must be submitted to the OSSP at least 5 working days before the scheduled event.

Comments and/or Instructions _____

Special Accommodation Statement:

Internal Users: Any individual who requires a special accommodation to take advantage of or participate in this program should contact the UHCL ADA Coordinator at 281-283-2626 at least one week prior to the program date to arrange for the accommodation. I certify that this information will be included on all publicity announcements for the event scheduled.

Signature: _____

External Users: Your organization is required to provide and fund reasonable accommodations to enable disabled persons to take advantage of or participate in this program, if such accommodations are requested. Your organization is also responsible to publicize the availability of reasonable accommodation in all publically announcements for your event. For assistance in arranging reasonable accommodations or composing acceptable publicity you may contact the UHCL ADA Coordinator at 281-283-2626 as early as possible, but no later than 2 weeks prior to the program date. I certify that the information about the availability of reasonable accommodations of persons with disability will be included in all publicity announcements for the event scheduled.

Signature: _____

On behalf of (name of organization) _____ I certify that I have read the Policy for Use of University Facilities and that we agree to abide by it fully. We hereby accept responsibility for any injury to any individual or for the loss or injury to property of any individual incurred in relation to the events listed above. In addition to the foregoing, we hereby accept responsibility for payment of fees indicated and understand that we may be billed for additional fees as a result of unforeseen circumstances related to the named event.

Requestor Signature: _____ **date:** _____

Student Life Signature: _____ **date:** _____

Please return this form to:
 Scheduling and Space Planning Office University of Houston Clear Lake
 2700 Bay Area Boulevard, Box350 Houston, TX 77058-1092
 281-286-2200 (phone) 281-283-2257 (FAX)