



UNIVERSITY OF HOUSTON DOWNTOWN
EVENT REQUEST FORM

EVENT TITLE: _____ EST. ATTENDANCE: _____
SPONSORED BY: _____
CONTACT PERSON: _____ DEPARTMENT: _____
WORK Ph #: _____ ALT Ph #: _____ TYPE OF ROOM REQUESTED: _____
DATE(S) OF EVENT: _____ TIME OF EVENT: _____ TO _____

SET-UP REQUIRED: ___(YES) ___(NO) If YES, a separate drawing of room set-up MUST be attached to this request at submission and BEFORE confirmation. After-hours and/or weekend staffing and/or set-ups require an additional charge to requestor.

FOOD/CATERING at Event : ___ (YES) ___(NO) Will you be using UHD Food Services: ___ (YES) ___(NO) A TEMPORARY FOOD PERMIT REQUEST must be attached to this form if not using UHD Campus Food provider.

SOUND SYSTEM/ MULTI-MEDIA NEEDS: ___(YES) ___(NO) You must contact the MULTIMEDIA department directly at (713) 221-8190 or (713) 221-8244 to reserve equipment and for price information.

RESERVED PARKING ___(YES) ___(NO) A REQUEST FOR PARKING SERVICES form and SCR must be completed to confirm services.

ALCOHOL SERVED: ___(YES) ___(NO) If yes, please complete an APPLICATION for ALCOHOL PERMIT and submit the Community Relations and Conference Services Department for consideration. Permit request must be submitted 30 days prior to the event date. Once approved by the appropriate authority as stated in the procedures and guidelines, return to the Community Relations and Conference Services department. Alcohol MAY NOT be served on campus unless prior approval has been obtained.

I AS REQUESTER FOR THE ABOVE EVENT, I AGREE TO ABIDE BY THE POLICIES GOVERNING THE USE OF UNIVERSITY FACILITIES. I ALSO AGREE TO ACCEPT RESPONSIBILITY FOR ANY DAMAGES, LOSS OR THEFT OF UNIVERSITY EQUIPMENT AND PROPERTY, INCLUDING ALL CHARGES INCURRED.

I AFFIRM THAT AS THE REQUESTOR (AND STUDENT ORGANIZATION ADVISOR) I WILL BE PRESENT AT ALL TIMES WHEN THE RESERVED FACILITY IS IN USE

STAFF AUTHORIZATION: FACULTY AUTHORIZATION: STUDENT AUTHORIZATION:
Requester Ext. Requester Ext. Requester Ext.
Department Supervisor Ext. Chair Ext. Staff/Faculty Advisor Ext.
Student Activities Ext.
V.P. of Administration & Finance * V.P. of Academic Affairs *
V.P. of Student Services *

* SIGNATURE OF V.P. MUST BE PROVIDED FOR ALL EVENTS INVOLVING EXTERNAL GUESTS, MEDIA & CONTRACTED SERVICES

Return completed form to: COMMUNITY RELATIONS & CONFERENCE SERVICES
University of Houston-Downtown, 621-South, Houston, Texas 77002
Phone: 713-221-8580 Fax: 713-226-5209

FOR OFFICE USE ONLY

EVENT DATE: _____ ROOM: _____
DATE ROUTED: _____ FM [] MM [] PD [] INFO [] IT []
SET-UP DATE: _____ TIME: _____ CR & CS APPROVAL _____