

Room Reservation Guidelines

Revised as of 04/10/2014

Reservation Requests-Meetings

please e-mail requests to: roomreservations@bauer.uh.edu

When submitting a request for a meeting space, it is important that the parties responsible for booking the reservation have all the necessary details. *If a request is submitted without the necessary information, your request will not be booked until the requisite information is submitted.*

Please include **all** of the information below.

* Please allow 24-48 hours for a confirmation e-mail

- Please note the space that you are requesting. Otherwise, your meeting will be placed in an appropriate space based on availability, the date/time you are requesting, how many people you will be expecting, and the nature of your meeting
- Date of your meeting
- Beginning time and ending time
- If the meeting is recurring, please specify beginning dates and end dates
- The name of the meeting/group that will be in attendance
- Maximum number of guests anticipated
- Purpose and Benefit Statement
- Host name/point of contact for event (please include contact information)
- Will food be served? *If you have arranged for food delivery, be sure to specify what time the food will be delivered, so that we can account for this when we program the doors to be opened for the duration of your meeting.*

Reservation Requests-Events

please e-mail requests to: roomreservations@bauer.uh.edu

When submitting a request for an event, it is important that the parties responsible for booking the reservation have all the necessary details they need. Please include **all** of the information below. If a request is submitted without the necessary information, your request will not be booked until the requisite information is submitted.

**If you are requesting to hold an event in the Student Training Center (STC), it will be booked as a whole space; ie: 328 AND 330.

*Please allow up to 72 hours for a confirmation e-mail

- Please note the space that you are requesting
- Date of your event
- Event times (beginning and ending)
- Please specify the entire block of time you would like to reserve the space
- An overview/itinerary of your event which accounts for delivery of catering/floral, set up, break down, etc.
- The name of the meeting/group that will be in attendance
- Maximum number of guests anticipated
- Purpose and Benefit Statement (for use of the STC, There must be a direct and tangible benefit to our students)
- Host name/point of contact for event (please include contact information)
- Will food be served? (**Again, please let us know what time the caterers will arrive**)
- Set up needs
- If you would like to request that communications be present, you will need to put in a separate HelpDesk request
- **If your event is after-hours or on the weekend, it is a required policy that a security officer MUST patrol your event. You will need to submit a request through the campus DPS 2 weeks prior to your event. This is a billable request.**

**Note: you will need to submit a HelpDesk ticket for your set up needs, in which you will need to specify: how many tables and/or chairs are needed, the location and what configuration is needed for the tables and chairs

Reservation Requests-Student Organizations

Student Organizations should first use the following link to consult with the Leadership Initiatives Team for assistance with booking space for meetings and events: <https://www.bauer.uh.edu/StudentOrgRoomReservation/>

If further assistance is needed, the Faculty Sponsor for the Student Organization may submit a request on their behalf via roomreservations@bauer.uh.edu .

- If requesting a reservation on behalf of a Student Organization, please note the:
 - Space that you are requesting
 - Date of your meeting
 - Beginning time and ending time
 - Name of the Faculty member who sponsors the organization (Sponsor MUST be in attendance of the meeting)
 - The name of the meeting/group that will be in attendance
 - Maximum number of guests anticipated
 - Purpose and Benefit Statement
 - Host name/point of contact for event (please include contact information)
- All bake sales must be held in the Back Drum area. They must be pre-approved and the organizations must have obtained all proper permits for their event
- Student Organizations outside of Bauer can contact the University Center to make a room reservation within the UC (There is an online form that can be used.)
- Student Organizations may NOT have food and/or beverage in the conference rooms. Food and beverage is ONLY permitted in the Back Drum area, most specifically for Bake Sales

How To Submit a HelpDesk Request for an Event

Your HelpDesk request MUST be submitted at least 72 hours prior to the day of your event. If you submit a request without the appropriate lead time, we will accommodate you as we are able

- Use the following link to log in: <https://helpdesk.bauer.uh.edu/helpdesk/WebObjects/Helpdesk.woa>
- Use the same User Name and Password that you use to log into the Bauer network
- For event set up, select “Building Issues” for the Request Type
- In the Subject line put: “Event Set Up-for event on _____” and put the date of the event
- In the Request Detail specify:
 - how many tables and chairs you will need
 - the location they are to be set up in
 - what configuration they should be set up in
- If your event requires an excess of equipment that we cannot accommodate, we will add a note to your ticket to let you know that you should put in a work order request for equipment rental via FAMIS **Note, this is a billable request for which you must provide a cost center
- Provide any other necessary details, including the location of set up and the event name
- If you make last minute additions or changes to your work order, we will accommodate you as we are able

Available Equipment

Equipment:

Please use the below to reference the proper names for equipment, and be specific in your requests

- 50 folding chairs (white, sturdy plastic folding chairs)
- 20 black folding chairs (black, lightweight, folding plastic chairs)
- 18 high cocktail tables (standing capacity: 4-5 people)
- 12, 72" round tables (which seat a maximum of 10, though 8-9 is more comfortable)
- 40, 6' banquet tables
- (STC Only) 50 Event Tables (5'tables with an attached modesty panel)
- (STC Only) 120 Event Chairs (plastic, non-folding chairs)

Remember: When submitting your BOSS request for equipment, please provide specific instructions about where/how you would like the equipment to be placed.

The following equipment can be requested from IT via a BOSS request using "Equipment Loans" as the Request Type: Podium, microphone

Note: The equipment listed above is available on a first come, first serve basis. If your request coincides with other requests and we are therefore unable to fulfill the specified quantity, we will refer you to FAMIS to complete a request for equipment rental, which is a billable request.

HelpDesk Request vs. FAMIS Work Order

HelpDesk Request

Please submit using this link:

<https://helpdesk.bauer.uh.edu/helpdesk/WebObjects/Helpdesk.woa>

A BOSS request is to be used only for internal Bauer issues

- Maximum notice is appreciated; 72 hours is minimum lead time
- A BOSS work order can be submitted for the following items:
 - IT support (including equipment loans)
 - Communications support (photography, videography, special projects)
 - Event Set up
 - Request to have office furniture moved or rearranged

FAMIS Work Order

Please submit using this link: <https://accessuh.uh.edu/login.php>

or call FIXIT at 713-743-4948

A FAMIS work order is a work order for a variety of services which will be fulfilled by central campus Plant Operations

- Must submitted a minimum of 72 hours prior to event
- A FAMIS work order should be submitted for the following items:
 - To have light bulbs replaced
 - Equipment rental, above what Bauer can provide
 - Heating/Cooling issues (HVAC)
 - Elevator Issues
 - Door and lock repair

Submitting Your Event to the Bauer Calendar:

Please use the following link to submit event details to you have your event added to the main Bauer Calendar:

<https://www.bauer.uh.edu/bauercalendar/>

- Enter **all** required information, as well as other important information and details about your event
- Submit the event
- The event will be reviewed and edited for typos and/or missing information
- Once approved, it will be added to the main Bauer Calendar
- Please do not e-mail requests to have your event added, please use the specified link, above
- If any corrections are needed to your event posting, please e-mail Lucy or Lori to specify what corrections should be made

Other Important Information:

- The Behavioral Labs on the 2nd floor of Melcher Hall are maintained by the Marketing department, specifically the SEI group; all reservation requests for those rooms should be directed to SEI
- The breakout rooms on the 3rd and 4th floors of the CBB building are maintained and reserved by Graduate and Professional Programs (GPP). Students wanting to request the space can call 713-743-0700
- General Purpose classrooms and other areas outside of Bauer → registrar's office or call the University Center directly at (832) 842-6260
- GPP is responsible for the MBA and EMBA lounges located in the CBB Building
- UBP oversees the booking of classroom space in Melcher and Cemo Halls, and they assist central UH with coordination of Bauer classes in the CBB Building. Please use the following link to make a request for use of classroom space: <https://www.bauer.uh.edu/RoomReservation/>
- **Please consider parking for your guests in advance of the day of your meeting/event. It is suggested that guests park in the East Garage or the Welcome Center Garage. At the discretion of your department, parking validation passes can be purchased for a fee from parking and transportation (located in the Stadium Garage) if you would like to reimburse certain guests for parking**

Additional room reservation information can be found at
<http://www.bauer.uh.edu/staff/reservations.php>

Thank You

We appreciate your participation in the improvement of our services. For further information, you may contact:

- Eric Holamon: 3-4612
- Lori Watley: 3-4601
- Lucy Hernandez: 3-4617