The Graduate and Professional Programs are happy to provide your organization and or group with the use of classroom and meeting space; however, as a condition of use of these facilities, we must ask that the following tasks be performed immediately following the conclusion of your event.

1. Please make sure that all papers, cans, and similar trash are picked up and placed in the trash can.
2. Please make sure that all of the white boards are wiped and are cleaned.
3. Please wipe down all tables, using the Formula 409 or Windex.
4. Please make sure that all chairs are neatly arranged, and pushed unto their proper position under the tables.
5. Please make sure that the projector has been turned off.
6. Please turn off all lights.
7. Please do not stay past the stated ending time of your reservation, as rooms are often reserved for multiple sessions.

In addition, please observe the following:
1. The use of the rooms does not extend to the use of food, drinks or supplies. If you want your guests to have these items, please arrange for this with a catering service.
2. We do not have a computer or similar equipment for your use. You must provide all equipment, other than our built-in projector. We do not provide class room or technical support. For technical support call Bauer IT support @ 713-743-4871
3. Cancellation: If you must cancel your reservation, please provide us at least 24 hours notice. Please call (713)743-4705.

Please check the room requested:

___Dining room 322*   ___365A*   ___365B*   _______365 lounge

___ Study room 1, 2, 3 or 4

Date Requested: _____ Time Requested: ___________________________

By signing below, I agree to the above conditions:

Signature ___________________________  printed name ________________________  date ________________________

Name of organization/telephone/email