

Bauer Facilities Reservation and Use Policies

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|--|----------------------|-------------|
| Name _____ | PSID _____ | Phone _____ |
| Department/Organization _____ | Email _____ | |
| Faculty Sponsor _____ | Cost Center _____ | |
| Room/Space Requested _____ | Date Requested _____ | |
| Time Requested (including set up and clean up) _____ | | |

Please follow the below list of guidelines and responsibilities as the responsible party for your room or space reservation. Failure to follow these guidelines may result in your event being shut down by College or University Administration. The Bauer College of Business reserves the right to cancel existing reservations and deny approval of future requests of groups not following the Bauer Facilities Use Policies and Procedures or other applicable University policies.

A. SPACE AVAILABLE AND RESERVATIONS

- a. The use of Bauer facilities for purposes other than those for which they are primarily intended will be allowed on a first-come, first-served basis according to the following priorities
 - i. Academic classes
 - ii. Faculty, staff, administration
 - iii. Student organizations
- b. Reservations must be made using the web-based Room Reservation form; any reservations not using this method may not be honored
- c. Sponsorship – Acknowledgement of Sponsorship Obligations form should be completed for any student organizations
 - i. Sponsors are agreeing to the following:
 1. “In the event that the sponsored organization fails to meet all the financial obligations incurred for the use of the described space, the sponsoring organization shall accept full responsibility for those financial obligations. Accordingly, I acknowledge that the sponsoring organization will be billed for any amounts due to the university and not paid by the sponsored organization. I acknowledge that this form will not serve as a reservation of the

space; nor will it serve to endorse the person or organization seeking sponsorship, their product/services, or their opinions; nor will it obligate or assign liability to the unit with assigned authority over the space, the university, or the UH System in any way.”

- d. Use of any space under the jurisdiction of the Bauer College of Business is prohibited without a confirmed reservation.
- e. Use of a space for any reason other than the purpose stated on the reservation request is not permitted. All changes to bookings/reservations must be submitted in writing, signed by an authorized representative of a group, and approved by the designated Space Representative. Reservations are not transferable.
- f. Reservation confirmations and all other appropriate forms/permits are required to be on-site throughout the event. Failure to produce appropriate forms/permits upon request may result in suspension of the event.
- g. Groups and/or the authorized representative/s holding functions or activities at any Bauer locations will be held responsible for their guests' compliance with the UCs Facilities Use Policies and Procedures as well as University of Houston policies and procedures as described in MAPP (Manual of Administration Policies and Procedures) available on the MAPP website located at www.uh.edu/mapp.

B. FOOD AND BEVERAGES

- a. **Food and beverages are not allowed in classrooms**
- b. No uncooked food is to be prepared indoors. Cooked foods may be reheated to and maintained at the required temperature.
- c. Any permits necessary to hold your event, such as food handling or fire marshal permits, must be made available to College administration should they ask

C. CLASSROOM RESERVATIONS

- a. **NO FOOD OR DRINKS ARE PERMITTED IN CLASSROOMS**
- b. Do not enter the room prior to approved start time. Academic classes have priority at all times and should never be disturbed, even if they remain in the room past the usual time.
- c. Classes may be in progress—please keep noise outside the room, as well as inside the room, to a minimum.
- d. Additional furniture from other areas cannot be brought into the room; if any furniture is moved within the room, please make sure the room is ready for the next class time with furniture appropriately in place.
- e. Access to computer equipment must be requested from Bauer Division of Technology at (713) 743-4871 well in advance of the event date. Note that support for computer access is available only Monday-Friday.

D. SET UP INFORMATION

This agreement is for space reservation only. Any additional set up needs to be completed separately

- a. Additional tables and chairs may be requested through the Bauer HelpDesk. For student organizations, this may be requested through the Leadership Initiatives team.
 - i. Requests for event set up must be made 3 days in advance of the due date and time
 - ii. Requests for additional tables and chairs will require a diagram indicating how the additional items should be set up
- b. IT support may be requested through the Bauer HelpDesk.

E. CLEAN UP INFORMATION

- a. Leaving the facility in an unclean condition or damaging facilities and/or equipment may result in additional charges to the group for cleanup and/or recovery of losses.
- b. If your event will require cleanup (vacuuming, trash removal, etc.) you MUST put in a request via FAMIS with central plant operations for the service. They will receive the request and put the cleaning on a master daily schedule so that the room gets properly cleaned.

By signing below, I agree to the Bauer Facilities Reservation and Use Policies.

Signature

Name

Date

Title