



Graduate and Professional Programs UCBB Room Reservation Form

Name _____ Contact# _____

Department/Organization _____

Email _____

Please check the room requested:

Lounge 408 410(Flat) 412(Tiered) 414(Tiered) 416(Tiered)

Study Rooms 403, 405, 413, 415, 417, 419, 420, 422, 423, 425, 426, 427, 429, 437, 439

MBA Commons Third Floor

Date Requested: _____ Time Requested: _____

If there is additional service needed please be sure to mention it on this form so we will be able to support you.

The Graduate and Professional Programs(GPP) are happy to provide your organization and or group with the use of classroom and or meeting space upon the completion of this form; 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 all papers, cans, and similar trash are picked up and placed in the trash can.
2. Please wipe down all tables, counter tops and white boards. If cleaning supplies are needed please stop by 424A for cleaning products.
3. Please make sure all chairs are neatly arranged and pushed into their proper position under the tables.
4. Please make sure the projectors have been turned off and screens are up.
5. Please turn off all lights.

Please complete and email to rtaylor@uh.edu or fax to 713-743-4706.



6. Please do not stay past the stated ending time of your reservation, as rooms are often reserved for multiple events.

Additionally, 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 automatically provide class room or technical support. For technical support call Bauer IT support @ 713-743-4871 (Hours: 8AM-5PM).
3. Cancellation: If you must cancel your reservation, please provide us at least 24 hours notice. Contact Ramona Taylor at (713)743-4705 or via email rtaylor@uh.edu.

By signing below, I agree to the above conditions on Page 1 and 2 of this document:

Signature

Printed Name

Date