



UNIVERSITY OF HOUSTON - VICTORIA
FACILITIES AND GROUNDS RESERVATION FORM

INSTRUCTIONS: Return completed forms to UHV Facilities Services Department, 3007 N. Ben Wilson, Victoria, Texas 77901. Allow approximately seven days from receipt of request for the University to review your request.

The UH System Food Safety policy for can be found at S.A.M 01.F.03 OFFICIAL (uhsystem.edu).

USER CATEGORY:

- Category 1 - UHV Sponsored Event
Category 2 - Non-profit, schools, Local, State or Federal Governmental Agency
Category 3 - All others

EVENT INFORMATION:

Date of Event: Start Time: End Time:
Building: Room Type: Room #:

Grounds Usage Required (parking, patio, other):

Approximate Number of People Attending:
(UHV must be notified of any change to this number at least one week prior to the event)

Name of Event:

Will alcohol be served? (If yes, Alcohol Beverage Agreement must be completed)

Exceptions requested:

EVENT CONTACT: Who will be responsible and present onsite for the reserved space(s) during the event?

Responsible person or university sponsor: Phone #:

"I understand that if this reservation is approved, I will comply with all applicable university policies and procedures, and I will not use the university's name in conjunction with any non-UHV sponsored event, aside from listing the location. I understand that the University retains the right to cancel, deny, postpone, or alter arrangements for any event if necessary, and that the University has no liability or obligation other than to refund any deposits paid."

Acknowledged & Accepted Date

BILLING INFORMATION: Invoices are net 30 days. Full payment due at least 2 weeks prior to event.

Organization Contact: Address:

Organization Name:

Phone Number Fax Number Cell Phone Number E-mail Address

Official Use Only

SCHEDULING COORDINATOR

Space availability confirmed:
Calendar tentatively updated:
Were exceptions authorized?
If yes, below
Alcoholic beverages to be served?
If yes, has requestor been furnished an Alcoholic beverage use form?
Use: Approved Disapproved

RENTAL CHARGES

Space Rental
Special Setup
Custodial
ITV Line
Security
Kitchen
Total \$
Less Deposit <>

Scheduling Coordinator Date

Balance \$

Appropriate VP approval Date