



## Reservation Request

*Please return to the Administrative Office of the CRWC, Suite 2000*

Division of Student Affairs | Department of Campus Recreation  
University of Houston  
e-mail: [crecres@uh.edu](mailto:crecres@uh.edu)  
Direct 713-743-9500 | Fax 713-743-9517

All requests must be submitted a **minimum of 30 days** prior to your proposed event.

**Completion of your request *does not* guarantee reservation.**  
**Requests may be denied at the discretion of the Department.**

You will receive an e-mailed invoice as confirmation of a reservation. Completion of the reservation will require signing and returning the Facilities Use Agreement and invoice within 5 days of receiving the documents. The total balance must also be paid, at least 5 days prior to an event, to complete a rental.

### **Notes:**

Any group, of any size, seeking pool space for an event is required to submit a reservation request. For pool events involving minors, a swim test will be administered to children age 8 and younger. Lifejackets will be provided to children who do not complete the test.

Groups **not** affiliated with the University of Houston will have to provide a certificate of liability insurance listing the University of Houston as the additionally insured. The policy is to be no less than \$1,000,000 for confirmed events.

Groups hosting events for minors for 2 days or more will have to provide proof of staff/volunteers having completed the Child Protection Training (Campus Programs for Minors).

Tournaments are subject to approval by Compliance and Eligibility through the Department of Intercollegiate Athletics.

**RESERVATION REQUEST FORM**

**Today's Date:** \_\_\_\_\_ **Name of Group/Organization:** \_\_\_\_\_

**Event Title:** \_\_\_\_\_

**Student Groups**

UH Registered Student Organizations may require an event registration form in addition to this reservation form. Please see an advisor at the CSI office in the UC Underground for more information

**University Department**

**Non-Affiliated**

Have you visited the Campus Recreation and Wellness Center prior to submitting this request?     Yes                       No

Estimated # of participants: \_\_\_\_\_ Estimated # of spectators: \_\_\_\_\_ Estimated # of NON-UH participants/spectators: \_\_\_\_\_

Will any of the group attendees participating be under the age of 18?  Yes  No    Estimated Number of Minors: \_\_\_\_\_  
**Groups with children 17 years old and under must fill out a Waiver Form with a parent/guardian signature prior to entering the Activity Zone.**

**1<sup>st</sup> Choice**

Date: \_\_\_\_\_ Setup time: \_\_\_\_\_ Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

**2<sup>nd</sup> Choice**

Date: \_\_\_\_\_ Setup time: \_\_\_\_\_ Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

**Name of responsible party:** \_\_\_\_\_

Organization/ UH ID # \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone#(s): \_\_\_\_\_

**Event Type** *(please check all that apply)*

- 1. Tournament/ League/Games – no equipment
- 2. Meeting
- 3. Rehearsal (auditions, practices, etc.)
- 4. Academic Event
- 5. Banquet / Luncheon / Dinner / Reception
- 6. Display Table/Booth (information table, etc.)
- 7. Fundraiser
- 8. Lecture/ Seminar
- 9. Performance / Fashion Show
- 10. Social Event (mixer, dance, party, game night, etc.)
- 11. Conference
- 12. Swim / Dive Meet
- 13. Retreat, staff training, ceremony, special tour, camp, etc.)

**Area(s) Requested:**

- Gym Courts: # of courts \_\_\_\_\_
- Racquetball Courts: # of courts \_\_\_\_\_
- Multi-Purpose Room s: # of rooms \_\_\_\_\_
- Multi-Purpose Room 6 (mat room)
- Outdoor Leisure Pool – *after hours for parties >25 individuals*  
Parties <25    12:30pm- 2:30pm    3pm – 5pm    5:30pm – 7:30pm
- Natatorium:    shallow /    dive well /    6 or 8 lane setup
- Multipurpose Activity Court
- Wellness Classroom/    Rotunda Meeting Room
- Climbing Wall
- Gertner Field
- Sport Club Field
- Entire Recreation Facility
- Rotunda
- Tennis Courts # of courts \_\_\_\_\_

**Describe activity/program in as much detail as possible (attach documents as necessary):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe set-up needs for the space in as much detail as possible:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you intend to serve alcohol at your event?  Yes  No (alcohol requires approval and paid supervision by UH Police Department)

Will you charge admission on site?  Yes  No Price of Admission? \_\_\_\_\_

Will you serve food?  Yes  No Caterer or type of food expected? \_\_\_\_\_ (open flame permit may be required)

Do you plan on selling merchandise?  Yes  No If yes, what is to be sold? [please note food sales are not allowed] \_\_\_\_\_

Is it open to public?  Yes  No

Will you require an amplified sound device (e.g. PA system, radio, microphones, speakers.)?  Yes  No (note: laptops/projectors not provided)

Will you invite the media to your event?  Yes  No Will you publicize this event to the media?  Yes  No

**Additional Requests** (please check all that apply; some items *might* have extra charges for its usage)

\_\_\_ Chair(s) if yes, how many? \_\_\_\_\_ Will all the chairs be intended to seat all participants/spectators of the event?  Yes  No

\_\_\_ Table(s) if yes, how many? \_\_\_\_\_

\_\_\_ Table top Scoreboard(s) (a fee of \$25/scoreboard will be assessed, the Department is not responsible for running the clocks)

\_\_\_ Flag Football Flags – how many? \_\_\_\_\_ (jerseys will not be provided)

\_\_\_ Partition(s) dropped (court use only)

\_\_\_ Stanchions

\_\_\_ Bleachers (seat 35 adults per bleacher section) – indoors only

\_\_\_ Natatorium scoreboard timing system – indoor pool events only

\_\_\_ Other: \_\_\_\_\_

**Staff Charges** (charges to be assessed by the Department of Campus Recreation on per event basis)

Special Event Staff - \$15 per hour

Maintenance Staff - \$35 per hour to \$50.00 per hour

UHPD - \$30.00 per hour - \$58 per hour (for student groups) and \$41.00 per hour - \$58.00 per hour (for non-student groups)

Wristbands - \$0.20 per person

**Vendor Setup** (*must be filled out in order to receive deposit/payment reimbursement/refund*)

Will the group have a tax I.D. number for the reimbursement?  Yes  No If Yes, have tax I.D. number on-hand at the time of completing the Vendor Setup Form. If No, an Individual Vendor Setup Form must be completed.

**By checking here and signing below, you acknowledge and understand the Vendor Setup Form (either Individual or Group) must be completed, signed and returned to the Reservations Department before beginning the reimbursement process. Failure to do so will prolong any partial or entire refunds agreed upon, for your event.**

\_\_\_\_\_ I acknowledge and understand the above statement provided.

**Department of Campus Recreation General Rules**

- **Requests MUST be made a minimum of 30 days prior to the requested date of the event.**
- Acceptable forms of payment are: Cashier's Check, Money Order, Credit Card and Departmental Voucher [**NO CASH or PERSONALCHECKS**]
- \$200 Deposit may be necessary to hold event date and time; this would be listed as a damage deposit on the invoice. Vendor Setup Form must be completed prior to return of any refund due.
- Payment must be received 5 business days prior to the event in order to host your event with Campus Recreation. Failure to make payment by the deadline will result in possible cancellation of the event. There are no partial payments accepted.
- Your group must be done at the scheduled conclusion of your event due to potential Back-to-Back scheduling.
- **Your group is responsible for equipment necessary to run your event. Any requests for equipment from the Department must be made in advance; requests cannot be made on the day of the event.**
- **No confetti, glitter or adhesives (other than painter's tape), helium balloons to be used for decorations. No duct tape.**
- If there is any damage to the facility and/or the facility is not cleaned properly, the cost of the repairs and/or clean-up will be charged to the responsible group.
- **There will be no Vehicles on Fields and no Bicycles/Skateboards/Roller shoes in Indoor Facilities.**
- Failure to follow these rules may result in the group forfeiting its deposit and privilege to reserve facilities in the future.
- The Department of Campus Recreation is NOT LIABLE for any charges incurred by the group reserving the facility, or injury to a participant or anyone hired for the event by the group renting the facility.
- **In the event your group would like to cancel, please notify Department of Campus Recreation -Reservations, at least seventy-two (72) hours prior to event. Contact 713-743-9500 or 713-743-8468.**

*My signature on this form indicates that I have read and understand the General Rules.*

Campus Recreation use only:

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_