

U N I V E R S I T Y of
HOUSTON

YOU ARE THE PRIDE

Campus Recreation

Reservation Checklist

Please make sure to return the following items to Kim Pickens, Reservations in room 1002 of the Campus Recreation & Wellness Center in order to schedule your reservation. Forms may also be faxed at 713.743.9517. Thank you in advance!

- Reservation Request Form
- Facilities Use Agreement Form (Addendum D)
- Vendor Setup Form [organizations, businesses, etc.]
- Individual Setup Form [reservations as yourself]

Please keep and review the attached Reservations Rental information and policies!

Note that completion of your request does not guarantee reservation.

You must receive a confirmation, sign a Facilities Use Agreement and pay your invoice in total to complete a reservation.

If you have any questions, feel free to contact, Kim Pickens at crecres@central.uh.edu.

UNIVERSITY of HOUSTON | CAMPUS RECREATION

RESERVATION REQUEST FORM

Today's date: _____

Name of Group/Organization: _____ Student Organization
 Event Title: _____ University / Department
 Faculty / Staff
 Other / Non-Affiliated

Number of people estimated: _____

1st Choice Date(s) requested: _____ Event start time: _____ Event end time: _____

2nd Choice Date(s) requested: _____ Event start time: _____ Event end time: _____

Acceptable forms of payment are: Cashier's Check, Money Order, Credit Card and Departmental Voucher **[NO CASH or CHECKS]**

UH Student groups 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.

Contact Information

Name of Contact: _____

Phone #: _____ Alt. Phone#: _____

Email: _____ Fax #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Event Type *(please check all that apply)*

- 1. Tournament/ League/Games
- 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 Requested (if known)

- Main Gym / 1 court 2 courts 3 courts
- Center Court / North South Both
- Multipurpose Room 1 Multipurpose Room 2 Both
- Multipurpose Room 3 Rotunda
- Multipurpose Room 4 Multipurpose Room 5 Both
- Combat Room Wet/Dry Classroom
- MAC Climbing Wall Sand Volleyball
- Racquetball Courts (4 cts) Squash Courts (2 cts)
- Leisure Pool [outdoor pool] Wellness Classroom
- Natatorium [shallow / dive well / 6 or 8 lane setup]
- Cullen Fields [east / west / north]
- Sport Club Field [1] Administrative Conference Room
- Entire Recreation Facility

Describe activity: _____

Will you charge admission? Yes No Admission to be Charged _____

Will you serve food? Yes No Caterer or type of food expected _____ (open flame permit required)

Is it open to public? Yes No

Do you plan on selling merchandise? Yes No If yes, what [please note food sales are not allowed]? _____

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

Will you require an amplified sound device (e.g. PA system, radio, mics, speakers, drums, etc.)? Yes No

Will you invite the media to your event? Yes No (if yes, extra forms from the University must be filled out)

(See reverse side in order for your reservation to be processed)

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

- Chair(s) if yes, how many? _____
- Table(s) if yes, how many? _____
- Table top Scoreboard(s) (a fee of \$25/scoreboard will be assessed)
- Flag Football Flags – how many? _____
- Balls, if yes please specify what kind, along with how many: _____
- Partition(s) dropped (court use only)
- Stanchions
- Bleachers (seat 35 adults per bleacher section) – indoor only
- Natatorium scoreboard timing system – for indoor pool events only
- Other: _____

Will any of the group attendees participating be under the age of 18? Yes No

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. All groups must provide proof of General Liability Insurance Coverage policy prior to the event and adding UH as the additional insured.

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.

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

- Special Event Staff - \$15/ hr
- Maintenance Staff - \$25/hr
- UHPD - \$30.00/hr - \$38.50/hr (for student groups) and \$41.00/hr - \$52.00/hr (for non-student groups)
- Wristbands- \$0.20 / person

Campus Recreation General Rules

- **Reservations MUST be made 2 weeks prior to the requested date of the event.**
- Deposit must be made to hold event date and time. Vendor Setup Form must be completed prior to return of any refund due.
- Payment must be received 5 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 Back-to-Back scheduling.
- **No confetti, glitter or adhesives (other than painter's tape) 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 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 reserving the facility.
- In the event your group would like to cancel, please notify CR Reservations Department, at least seventy-two (72) hours prior to event. Contact 713.743.1126 or 713.743.9505.

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

Signature _____ Date _____

Campus Recreation Reservations Department • Attn: Kim Pickens • 4500 University Drive • Houston, Texas 77204-6056
(713) 743-1126 phone • (713) 743-9517 fax • crecres@central.uh.edu email

Campus Recreation use only:

Approved: _____ Denied: _____

Kim Pickens / Reservations _____ Date: _____ Reginald Riley / Sr Assoc Dir, Facilities _____ Date: _____

Linda Buonnano / Director _____ Date: _____ Joe Woodson / Assistant Dir, Aquatics _____ Date: _____

Addendum D

FACILITIES USE AGREEMENT FORM

Lessee

Name/Contact: _____
 Company/Organization: _____
 Department: _____
 Address: _____
 Phone: _____ Fax: _____ E-mail: _____
 UH Sponsored? Yes No Sponsor: _____
 Insurance: The lessee must submit a certificate of insurance and a completed copy of this agreement to: _____
 Director, Risk Management
 University of Houston System
 Office of Facilities, Planning, and Construction
 Houston, Texas 77204-1852

Event

Event Name: _____
 Event Date(s): _____ Event Time(s): _____
 Purpose/Function: _____
 Audience/Attendees: _____

Facility and Fees

Building: _____ Room: _____
 Classification E&G Auxiliary Reservation Office: _____
 Fees: Special Support Services: \$ _____ (attach itemization, if applicable)
 Room Rental Charges: \$ _____ (attach approved waiver request, if applicable)
 Extraordinary Utility and Maintenance Deposit: \$ 200.00
 Total Amount Due: \$ _____ Due By: _____
 Form of Payment: Cashier's Check Money Order Voucher SCR

The lessee agrees to pay all rental fees by the date stated herein. Failure to pay fees by the due date shall result in limitations or restrictions on future use of any UH facility by the lessee. The lessee is solely responsible for the activities, supervision, and safety and welfare of participants, including but not limited to times when participants are in University common areas, restrooms, classrooms, parking areas, or on any University property. This agreement is made upon the express condition that the University shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of the lessee, it agents, or employees, or third persons, from any cause or causes whatsoever while in or upon premises or any part thereof during the term of this Agreement, or occasioned by any occupancy or use of premises or any activity carried on by the lessee in connection therewith, and the lessee hereby covenants and agrees to release, forever discharge and/or indemnify, defend and hold the University, its System, its components, regents, officers, agents, and employees, harmless from any and all claims, losses, suits, demands, causes of action of whatever kind and nature, proceedings, damages or liabilities, including attorney's fees, on account of or by reason of any such injuries, death, liabilities, claims, suits, or losses however occurring or damages growing out of the same; whether or not caused by the negligence, act, or omission of the University. The lessee agrees to comply with all laws, ordinances, and regulations applicable to the intended use and occupancy. In addition, the lessee agrees to be responsible for payment of federal, state, or local taxes, which may be levied against the entertainment being presented or on admission to such entertainment activity. The lessee shall not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable. The lessee shall leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.

Lessee Signature: _____ Date: _____
 Reservation Agent: _____ Date: _____



UNIVERSITY OF HOUSTON SYSTEM-WIDE

VENDOR SETUP FORM – COMPANIES, CONTRACTORS, AND RESEARCH STUDY PARTICIPANTS

VENDOR: Complete and FAX to UH System Vendor ID at 713-743-0521. Questions? Call 713-743-8746 or send an email to "VendorID@uh.edu".

Company/Contractor Name: _____ Check if Doing Business As (DBA) Name

Remit To Address and Contact

Name To Make Payment To, if different than above: _____
Street Address or PO Box: _____
City: _____ State: _____ Zip Code: _____
Region/Province: _____ Country: _____
Contact Name: _____ Title: _____
Phone: _____ Fax: _____ E-Mail: _____

Purchase Order information, if different:

Street Address or PO Box: _____
City: _____ State: _____ Zip Code: _____
Region/Province: _____ Country: _____
Contact Name: _____ Title: _____
Phone: _____ Fax: _____ E-Mail: _____
Preferred method of receiving purchase orders: Fax E-Mail US Mail Other

Business Classification (check one of the following and provide related information):

- (1) US Sole Proprietorship Owner Name _____ Owner Social Security Number _____
(2) US Partnership Partner 1 Name _____ Partner 1 Social Security Number _____
Partner 2 Name _____ Partner 2 Social Security Number _____
(3) Texas Corporation Type "C" OR Professional Corporation/Association Texas Corporate Charter No. _____ (10 digits)
(4) Non-Texas Corporation Type "C" OR Professional Corporation/Association
(5) Research Study Participant (US Citizen or Resident Alien)
(6) Other US Domestic Entity _____
(7) Foreign (non-US) Entity or Individual Without Taxpayer Identification Number (TIN)

NOTE: IF YOU MARK FOREIGN ENTITY, WE MAY FORWARD AN INTERNAL REVENUE SERVICE (IRS) FORM W-8, CERTIFICATE OF FOREIGN STATUS, TO YOU. THIS MAY EXEMPT YOU FROM BACKUP WITHHOLDING. FORM W-8 DOES NOT EXEMPT YOU FROM THE 30% (OR LOWER PERCENTAGE BY TREATY) NONRESIDENT WITHHOLDING TAXES. TO CLAIM THIS EXEMPTION, YOU MUST FILE IRS FORM 8233 WITH US. FOR MORE INFORMATION, REFER TO IRS PUBLICATION 519.

REQUIRED INFORMATION - ALL VENDORS OR PAYEES

The information below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the University of Houston System, or may result in the UH System having to deduct backup withholding amounts from its payments to you.

US Taxpayer Identification Number (TIN), also known as Federal Employer Identification Number (FEIN) _____ (9 digits)
If no TIN, but applied for, date applied _____
Vendor Number Assigned by UH System (if known) _____ (10 digits)

SUBSTITUTE IRS FORM W-9 CERTIFICATION

Under penalties of perjury, I certify that the above information is correct and that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions - You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Signature of vendor representative (REQUIRED)

Date

Contact for Vendor Setup Form

Name of person who completed form _____ Title _____ Phone _____ E-Mail _____

University of Houston System-Wide
Individual Setup Form

Name Last _____
 First _____
 Middle (or Initial) _____

Social Security No. _____ If no SSN, check here. _____

Note: SSN is required, except for individuals residing outside the US and refund recipients.

Address Line1 _____
 Line2 _____
 Line3 _____
 Line4 _____
 City _____
 State _____ Zip Code _____
 Region/Province _____ Country _____

Classification State Employee _____ Agency No. _____
(check all that apply) Board of Regents _____
 University Student _____
 Prospective Employee _____
 One-Time Refund of Money Paid to Univ. _____ *Refund approved by: _____
 Other Individual (explain in Comments) _____

This form is only for voucher payments issued through Accounts Payable (e.g., reimbursements) and will not affect payee information in Payroll.

Comments _____

**Vendor Signature _____
Submitted by _____ Date _____
Phone _____ E-Mail _____

* One-time refund must be approved by the appropriate department approver.
**Vendor Signature is required for all cases except for one-time refunds.
Fax completed form to Vendor ID (Fax: 713-743-0521).
For questions, email VendorID@uh.edu or call 713-743-8746 or 713-743-8745.

Reservation and Rental Policies of Campus Recreation Facilities

1. PURPOSE

The procedures described herein define the processes to be followed in carrying out the policy outlined in System Administration Memorandum 01.B.06 - Facilities Reservation and Rental, related to the use of University of Houston facilities by persons and organizations associated with and not associated with the university.

2. DEFINITIONS

- a. Auxiliary Space: Area of a university campus that is not supported through State of Texas appropriations.
- b. Education & General (E&G) Space: Net assignable area used for academic instruction, research, and support of the institution's mission. It does not include auxiliary enterprise space or space which is permanently unassigned. E&G space is supported primarily from state appropriated funds.
- c. General Purpose Classroom: A classroom used for academic instruction that is not otherwise assigned to a specific academic department. All general purpose classrooms are considered E&G space.
- d. Grounds: All exterior acreage not covered by buildings. Includes plazas, parks, parking lots, roadways, and any other outside space.
- e. Lessee: Any individual or group, whether internal or external to the University of Houston, or whether sponsored or not sponsored (in the case of external individuals or groups), who reserves and uses any university facility or space for a purpose other than that for which it is provided.
- f. Reservation Office: Campus unit with responsibility and/or authority to assign a particular university facility or space for use by a university or non-university individual or group. Also responsible for collecting and handling all related forms and fees.
- g. Special Services: Services provided in support of an event by personnel, contractors, or vendors either internal or external to the university or the System.

3. SPACE AVAILABLE AND RESERVATIONS

- a. The use of all University of Houston 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:
 - University wide programs and officially recognized student organizations
 - Faculty, staff, administration, and those professional organizations/affiliations whose activities are sponsored and coordinated by a University of Houston office or department
 - Alumni
 - Non-university groups
- b. Reservations for the use of Campus Recreation facilities must be made through the reservation office located inside the Campus Recreation & Wellness Center.
- c. Scheduling Facilities:
ALL requests for space must be submitted to the Reservationist IN WRITING and at least 14 DAYS IN ADVANCE. Written requests are date-stamped upon receipt to ensure priority is given to the appropriate reservation, in the case of two or more requests for the same room(s) and time(s). Cancellations must be made no less than 72 HOURS IN ADVANCE. Individuals or groups that cancel less than 72 hours in advance will be subject to limitations or restrictions on future space use.
- d. Use of University Facilities for Commercial Purposes:
The Office of the Associate Vice President for University Relations is charged with oversight of policies and procedures concerning the use of university facilities for commercial purposes (movie shoot location, print and television advertising, etc.). This office coordinates all arrangements with the Office of the Associate Vice President for Administration and oversees the contractual process involved in finalizing these arrangements.
- e. Police Presence Associated with Space Reservation and Rental:
 1. University of Houston Police officers must be hired to provide security, at the cost of the facilities lessee, at events where alcohol is served, unless this requirement is waived. If students are involved, waivers must be requested using a Request for Alcohol Distribution Form, available in the Dean of Students Office. Other waivers may be

requested, in writing, to the Associate Vice President for Administration. Event security must be arranged through the University Center Reservation Office, Department of Campus Activities, or the University Police Department (at least two weeks' advance notice is required by UHPD) using the University of Houston Police Department Request for Police Services Form (Addendum B).

2. The university may require the presence of University Police officers as a condition of holding certain events on campus. The decision to require the presence of officers and the determination of the number of officers necessary will be made on a case-by-case basis by the Associate Vice President for Administration, in consultation with the University Police Department. Costs for police services shall be borne by the lessee.

4. SPONSORSHIP

a. To sponsor an event held by a person or organization not associated with the university, a representative of the sponsoring administrative, academic unit, or student organization must submit a completed Acknowledgement of Sponsorship Obligations form (see Addendum C), approved by the appropriate college, division, or administrative authority, to the unit having assigned authority over the space requested, whether it be E&G or auxiliary space. In the event of two or more sponsors, all must sign the form.

b. The Acknowledgement of Sponsorship Obligations 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.

c. Student groups who sponsor or cosponsor persons or organizations not associated with the university must also comply with guidelines set forth by the Student Program Board, the Activities Funding Board, and the Council of Ethnic Organizations. Information is available in Campus Activities/Dean of Students Office.

5. RESPONSIBILITY

University individuals or groups who use university facilities, and university groups who sponsor nonuniversity individuals or groups to use university facilities, are responsible for the behavior of their members and guests, and will be held liable for any personal injury or damage or theft of university property.

6. FOOD AND BEVERAGES

a. For reservations involving food and beverage service in facilities where the university food service provider has exclusive rights, all arrangements must be made through the campus food service provider. Catering services may be used in other facilities where food service is permitted; however, it is recommended that the campus food service provider be contacted first because they are familiar with on-campus facilities and are generally able to respond more quickly and with greater flexibility than other providers. Off-campus providers must show proof of insurance and provide a temporary alcohol license if serving alcohol. Individuals and groups are prohibited from bringing in food and beverage to be served at events without proper approval by the appropriate reservation office.

b. The System has an exclusive contract with the Coca-Cola Bottling Company to supply cold beverages (defined as all forms of non-alcoholic liquids intended for human consumption and all beverages bases from which these can be prepared. Does not include (i) milk, (ii) flavored milk, (iii) fresh brewed coffee and tea, whether served hot or cold, (iv) fresh brewed hot chocolate, (v) soups, (vi) fresh squeezed juices, (vii) unflavored tap, faucet or fountain water drawn directly from the public water supply, and (viii) non-alcoholic beer) such that only Coca-Cola products may be sold or given away in conjunction with events held on campus. Questions regarding compliance with this requirement should be directed to the Executive Director for Procurement and Auxiliary Services.

c. Campus student organizations and student programs may request from the Executive Director for Procurement and Auxiliary Services a waiver of these food – but not beverage – requirements for fund-raising events or special programs. The request must be made in writing and clearly describe the event, who is involved, time and location, and a justification for the waiver. There are certain areas designated in exclusive-use facilities where students may bring in snack foods for small groups by working through the respective reservation offices.

7. Alcohol:

a. It is the university's policy that all members of the university community and guests are required to comply with federal, state, and local laws regarding the possession, consumption, and distribution of alcoholic beverages.

b. Possession, consumption, or distribution of alcoholic beverages in public areas of the University of Houston is prohibited, except at:

1. events previously authorized by the Dean of Students, the President, Vice Presidents, or Deans; and
2. the University Hilton Hotel, cafeterias, and on-campus restaurants or food service areas where alcohol is legally distributed or sold. A public area is defined as the campus parking lots, campus grounds, campus buildings, or any outside enclosed area or portion thereof, to which the public is invited or given general unrestricted access.

c. Any use of facilities where alcohol will be distributed or consumed and where students are allowed to attend is subject to the Alcohol Policy and Distribution of Alcoholic Beverages Policy published in the Student Handbook, available in the Dean of Students Office.

8. FACILITY USE FEES

a. E&G Facility Charges: If required by the nature of the event or by the Facilities Use Agreement, the lessee will be responsible for paying the following out-of-pocket expenses as incurred:

1. Special Support Services
 - Support personnel – e.g., maintenance, building services, etc.
 - Special services – e.g., paramedics, ushers, ticket takers, technicians, etc.
 - Police
2. Extraordinary utility and maintenance fees

In addition to these expenses, non-university lessees holding events in E&G facilities will be responsible for paying a rental fee, unless a waiver is granted (see Section VII(D)).

Room Rental Charges (includes normal utility and maintenance fees):

FACILITY SPACE	* ALL PRICES ARE PER HOUR	BASE RATE / CORPORATIONS
Main Gym / Center Courts	Per Court	\$45.00
Multipurpose Activity Court (MAC)		\$79.00
Multipurpose Rooms (1,2,4,5)	per room	\$40.00
Multipurpose Room 3		\$20.00
Combat Room		\$20.00
Racquetball & Squash Courts	Per Court	\$20.00
Climbing Wall		\$150.00
Rotunda		\$100.00
Natatorium		
	per lane - 25 yd	\$12.00
	per lane - 50 M	\$24.00
	6 lanes - 25 yds	\$75.00
	8 lanes – 25 yds	\$95.00
	water polo setup	\$140.00

	50 Meter	\$165.00
	Shallow End	\$70.00
	Dive Well	\$70.00
	Entire Pool	\$200.00
Leisure Pool		\$80.00
Sand Volleyball		\$45.00
Recreation Fields		\$50.00
Wellness Classroom		\$35.00
Large Conference Room [2nd floor]		\$35.00
Small Conference Room [Wellness]		\$20.00
Wet/Dry Classroom		\$20.00
Entire Rec Facility		\$400.00
* limited availability		
Equipment Costs (per day)		
tables, chairs, bleachers **		\$ 50.00
scoreboards - tabletop	per day	\$ 25.00
scoreboards - wall	per hour	\$ 15.00
Natatorium timing system	per day	TBD
** based on availability		
Staff Charges	per hour	
ALL Special Event Staff		\$ 15.00
Custodial Support		\$ 25.00
Police [determined by UHPD]		\$40-\$60
Timers - Natatorium		\$ 18.00

** non-corporate entities may qualify for different rental rate (subject to approval)

Extraordinary Utility and Maintenance Deposit: Room usage fees include a normal utility and maintenance fee. A deposit of \$100 is required, whether or not rental fees are required, to cover unanticipated utility or maintenance costs.

Unspent funds will be returned to the lessee by check (with no interest); additional funds will be collected if the deposit is not sufficient to cover the expense. Failure to remit the amount required to cover the expense will result in the lessee being barred from using university facilities for future events.

The university reserves the right to change rates as necessary without notice.

b. Auxiliary Facility Charges: Fees and reimbursable expenses associated with the use of auxiliary facilities can be obtained from their respective reservation offices.

c.. Payment, Collection, and Handling of Deposits and Fees:

1. At least five business days prior to the event for which the space is being reserved, deposits, rental fees, and special support services fees for the use of university facilities shall be collected as a single payment by the reservation office with assigned authority over the rented space and deposited in accordance with all applicable university and System policies and procedures.

a. Cash will not be accepted under any circumstances as payment of deposits and rental fees.

b. Payment may be by cashier's check or money order, made payable to the University of Houston.

Payment is permissible by credit card, if the reservation office responsible for the space is equipped to handle such.

c. Payment by university departments shall be by voucher (for use of auxiliary space) or by a Service Center Requisition.

2. Within five business days following completion of an event the reservation office shall consult with Facilities Management and the Police Department to ascertain the dollar amount, if any, of extraordinary utility, maintenance, and/or police costs incurred in support of the event. This will determine the amount of deposits, if any, to be returned to the lessee or any additional amounts due from the lessee.

3. Within 10 business days following completion of an event, the reservation office shall submit appropriate paperwork to the Controller's office to transfer to specified operating accounts appropriate funds due the Police Department . Appropriate paperwork will also be submitted to refund the lessee any unused portion of the deposits or to bill the lessee for additional charges incurred. No interest will be paid on refunds to the lessee.

d. Fee Waivers: Room rental fees may be waived under certain conditions. Requests to waive expenses for auxiliary facilities must be submitted, in writing, to the appropriate reservation office. The reservation office will respond, in writing, to the requester regarding approval or denial of the request.

1. E&G room rental fees may be waived if the event has clear, measurable benefits to the university or the UH System. Requests for E&G rental fee waivers must be submitted, in writing, to the Associate Vice President for Administration for consideration. If prior documented approval is not obtained, the reservation office may be held responsible for all, or a portion, of the waived fees.

2. Auxiliary rental fees may be waived at the discretion of the auxiliary authority. Special Support Services fees, Security Deposits, and Extraordinary Utility and Maintenance Deposits may not be waived unless the reservation office is willing to assume financial responsibility for the waived fees.

9. FACILITIES USE AGREEMENTS

a. Use of university space by a sponsored non-university group must be authorized by a written agreement. Such agreements are to provide for:

- Full cost recovery;
- Confirmation that the use does not constitute university or state endorsement of the using organization, its views or objectives; and
- Certification that such use does not interfere with primary university uses for which the facilities were intended.

In addition, the agreement must specifically protect the university from any liability or property loss exposures that may or do result from the lessee's activities or occupancy. The agreement shall indemnify and hold harmless the Board of Regents of the University of Houston System, the University of Houston, and all of its officers, employees, and agents from any actions or causes of action, claims, demands, liabilities, loss, damage, injury, cost or expense of whatever kind or injuries or the death of any person(s) or damage to or loss of any property claimed to have been caused by or to have arisen out of or in connection with or incidental to the use of University of Houston property.

b. The lessee must provide financial responsibility in the form of a Certificate of Insurance or as otherwise may be deemed acceptable by the University of Houston Office of Safety and Risk Management. The Certificate of Insurance should reflect the following:

- Commercial General Liability coverage 250,000/500,000
- UH is added as an additional insured
- Subrogation against UH is waived
- The lessee's insurance coverage is primary

Depending on the event, coverage and/or limits may vary.

c. The lessee must agree to comply with all laws, ordinances, and regulations applicable to the intended use and occupancy. In addition, the lessee must agree to be responsible for payment of federal, state or local taxes, which may be levied against the entertainment being presented or on admission to such entertainment activity.

d. The lessee must not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable. The lessee must leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.

e. Reservation offices are permitted to draft agreements that are unique to their facility, provided all the provisions of Section VIII are included. A draft of the agreements must be submitted to and approved by the Office of the General Counsel (OGC) prior to actual use. Alternatively, Addendum D must be used.

Reservation offices are responsible for:

Ensuring that the form used for the agreement has been approved by Office of the General Counsel

- Maintaining an inventory of blank agreements
- Ensuring the agreements are properly executed on a timely basis
- Promptly forwarding a copy of each Addendum D (or substitute agreement approved by OGC) to the Associate Vice President for Administration (or designee)
- Maintaining completed agreements a minimum of three years
- Ensuring full compliance with MAPP 04.04.01 - Contracting

10. FREEDOM OF EXPRESSION (MAPP 13.01.01)

USE OF AMPLIFIED SOUND - The use of amplified sound is permitted in designated areas pending completion of a Organized Expressive Activity Description Form and approval from Dean of Students office.

SIGNS POSTED ON UNIVERSITY GROUNDS - The only types of signs that may be planted on University grounds are those that promote official University events or activities. University departments wishing to display signs on University grounds that promote official University activities and events must obtain approval from the Dean of Students at least ten business days prior to the proposed display. Signs will be subject to reasonable time, place, and manner restrictions and must include the name of the University department sponsoring the activity that it promotes.

11. FACILITY CLOSURES - the Department of Campus Recreation reserves the right to reschedule or cancel any request for space whether inside the facility or on the recreational fields when warranted (e.g. inclement weather, maintenance projects, field conditions)