

SP – SU – FA 20 _____ UH ENGINEERING COLLEGE ROOM RESERVATION FORM

[Please circle semester and indicate year.] ** Requests submitted before or on the first day of classes **will not be processed until** after the 12th class day in Fall/Spring and after the 4th class day in Summer; otherwise, please allow 3-5 days for processing from date of submission.

View classroom size and multimedia equipment at http://www.uh.edu/infotech/php/template.php?class_support_id=1

Please complete the information below in legible print (or type) and submit to **Kenneth Garcia, E421-D3 [(713) 743- 4201]**

Room is Requested for: _____
NAME UH E-MAIL

Contact Person and Organization Name (If applicable.): _____

Phone # or UH Ext.: _____ Department/Office: _____

E-mail Address: _____

UH Mail Code (for person not located within Engineering): _____

List of Rooms Available to be Reserved.

Room	Seat #
___ Commons	N/A
___ E409 – D3	* 15
___ E313 – D3	* 25
___ E319 – D3	* 35
___ E323 – D3	* 35
___ E225 – D3	* 40
___ E312 – D3	* 40
___ E320 – D3	* 40
___ W205 – D3	* 70
___ E218 – D3	* 45
___ E220 – D3	* 45
___ 102 – D	50
___ N61 – D	50
___ E223 – D3	* 50
___ E321 – D3	* 50
___ W122 – D3	* 124
___ LECT2– D2	* 217

For Single Room/One Day Request ONLY:

Number of Seats requested: _____

Day & Date room requested: _____
 (i.e., Wed., Sept. 2 4, 2003)

Time room requested: _____
 (i.e., 10:00 am – 3:00 pm)

Priority Choice of Room: (Give three choices please.)

1st choice of room: _____

2nd choice of room: _____

3rd choice of room: _____

For Multiple Rooms/Multiple Dates Requested:

(If more than 5 dates, please check the box and fill out table on the back of form.)

Number of Seats requested: _____

Day & Date requested: Time requested: Room requested:

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

Priority Choice of Room: _____
 (Give three choices please.) (1st choice) (2nd choice) (3rd choice)

Reason for room request : (Please check one. If your choice is other, please give the reason.)

Dept./ Faculty Meeting Presentation Exam Review Seminar Other: _____
 (For Companies, Conferences, Orientations, etc.)

❖ IMPORTANT!!! PLEASE READ INFORMATION BELOW.

I understand that since University courses have priority over extra classroom bookings, room requests submitted on or before the first day of classes **WILL NOT BE PROCESSED UNTIL AFTER** the 12th class day in Fall/Spring semester and the 4th class day in Summer semester; otherwise, I must allow 3-5 days for processing from the date of submission. Moreover, in the event that the University needs my booked room(s) to assign a classroom, I understand that I may be relocated to another available location either here in the Engineering college or elsewhere on the University campus. **I have read and fully understood the policies regarding room requests stated on (the front and back of) this form.**

Signed: _____ Date: _____

FOR OFFICE USE ONLY:

Form accepted in the Engineering Dean's Office by: _____ Date: _____

(Staff Signature)

Did you book the room? Yes or No

If yes, give the date you booked the room: _____

Request: File n Hold for 4th/12th class day processing Hold for Response from : _____

Contacted requestor by: E-mail Fax In person Mail Phone Other _____

Comments:

Engineering Faculty, Instructors, Staff, and Students

Early submissions are strongly encouraged. Allow 3-5 days for processing form.

* **ONLY PROFESSORS ARE ALLOWED TO REQUEST ROOMS DURING FINAL EXAM PERIODS.**

* **ONLY** requests by Engineering student organizations will be processed. They're only allowed up to 13 dates.

* **NOTE:** In the event this office cannot book you the requested room(s), we suggest that you contact: UC Reservations (210 UC) at (713) 743-5287 or the UH Hilton Hotel (151 CHC) at (713) 741-2447.

** **NOTE: If you need equipment accommodations (i.e., overhead projector), please contact the Engineering Computing Center (or ECC) at (713) 743-4241 in Rm. W129, Bldg. D3. You will need to fill out their request form.**

ADDITIONAL INFORMATION ABOUT CLASSROOMS:

- Classrooms ARE NOT opened during scheduled university Holidays.
- Buildings and classrooms are unlocked at 6:00 a.m. M-F.
- Buildings and classrooms are locked at 10:00 p.m. M-F.
- D building is opened at 7 a.m. and locked at 10 p.m. on every Saturday.
- D3 building and vending room are opened at 7 a.m. and locked at 6:00 p.m. on every Saturday.
- D & D3 (vending room) buildings are opened at 9 a.m. and locked at 6 p.m. on every Sunday.

FOR MULTIPLE ROOMS/ MULTIPLE DATES REQUESTED

DAY & DATE	TIME	NO. OF SEATS	1ST RM. CHOICE	2ND RM. CHOICE	3RD RM. CHOICE
1.)					
2.)					
3.)					
4.)					
5.)					
6.)					
7.)					
8.)					
9.)					
10.)					
11.)					
12.)					
13.)					