



THE UNIVERSITY OF TEXAS AT BROWNSVILLE  
and  
TEXAS SOUTHMOST COLLEGE

# Request for Use of Facilities

(Call Janie Gracia at 882-7147 for availability of room before faxing this form to the Office of the President at 548-0020)

Event name: \_\_\_\_\_

User: \_\_\_\_\_ User's address: \_\_\_\_\_  
(Name of company, corporation, individual)

User's email address: \_\_\_\_\_ User's fax number: \_\_\_\_\_

Facility requested: \_\_\_\_\_

Date(s) desired: \_\_\_\_\_ Time(s) of event(s): \_\_\_\_\_ # of people attending: \_\_\_\_\_

**Comments:**

Furniture and/or equipment required (Contact Media Services or Physical Plant)

Will alcohol be served?  Yes  No

Will food be served?  Yes  No If Yes, by whom? \_\_\_\_\_

Will admission be charged or contributions be solicited?  Yes  No (Reference: UTB HOOP 10.2.6 and TSC Policy FS 9.04)

Sponsoring organization or recipient of benefit/proceeds: \_\_\_\_\_

**Notice:** It is your responsibility to turn off any equipment used during your event. Failure to do so will result in a charge to your department for misuse of equipment and replacement of projector bulbs if equipment is inadvertently left on. Podiums should not be moved without a Media Services technician present.

**Your request will not be approved without acknowledgement of this notice.**

\_\_\_\_\_  
Initials

Print name of applicant: \_\_\_\_\_ Telephone/Ext: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

***President's Office use only:***

**First Approval:**

\_\_\_\_\_  
Executive Associate Date

**Second Approval:**

\_\_\_\_\_  
Program Director for Special Events Date