

## Confirmation

<b>Customer</b>	<b>Reservation:</b>	76143
Gwyneth (Carly) Kemp	Event Name:	GLOBAL Meeting
GLOBAL	Status:	Confirmed
Houston, TX 77204	Phone:	832-231-2507
	Event Type:	Multi-Date Student Meeting
	2nd Contact:	Joel Jackson
	Phone:	214-923-9966

<b>Bookings / Details</b>	<b>Quantity</b>	<b>Price</b>	<b>Amount</b>
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*Our policies are available online at [www.uh.edu/studentcenters](http://www.uh.edu/studentcenters) and click on "Event Services" & "Events Schedule".*

*Changes to the reservation may be submitted by email, fax or in person. Changes are not confirmed until you receive an updated confirmation. The SC Conference and Reservation Services reserves the right to assign and, if necessary, reassign facilities to assure the maximum and most appropriate use of facilities.*

Sponsored - SC R

No

Attendee Type - SC R

UH Students Only/RSO Members

Minors - SC R

No

Fee/Charge - SC R

No

Food Services - SC R

No

Alcohol - SC R

No

Police - SC R

No

AV Operator - SC R

No

AV Needed - SC R

Yes

Event Description - SC R

This is a general weekly meeting open to GLOBAL members.

Open Flame - SC R

No

### **Thursday, August 31, 2017**

#### **6:00 PM - 8:00 PM GLOBAL Meeting (Confirmed) SC South Midtown**

Row Chairs/Theatre Style for 50

SC Food & Beverage Options:

No Food or Beverage Service

1

*If you decide to serve food or beverages please contact CARS. Additional charges and fees may apply if you serve food or*

**Bookings / Details**

**Quantity Price Amount**

*beverages.*

SC Equipment:

Dry Erase Board - Portable

1

*size of board: 24" X 36*

"

Headtable/3 Chairs

1

Podium - Amplified Standing

1

Sign Stand(s)

2

*You may attach your sign to the sign stand.*

*You may not write on the sign stand. Defacing the sign stand will result in additional charges.*

*Dimensions: 11"X17" frame (will hold larger displays)*

Chair(s)

50

SC AV Equipment:

Laptop Computer

1

\$25.00

\$25.00

Less 100% Discount

-\$25.00

*Our laptop computers are locked to one log on. This means you will not be able to logon to the UH CougarNet with your personal account. Please bring your presentations, documents and anything that is not web access on a jumpdrive.*

LCD Projector w/ screen or TV - Built In

1

\$25.00

\$25.00

Less 100% Discount

-\$25.00

*Rooms with under 500 sf have a large screen TV instead of a projector and screen.*

*This does not include a computer. We provide HDMI and VGA connections.*

*If your computer does not have HDMI or VGA you will need to provide an adaptor.*

**Thursday, September 07, 2017**

**6:00 PM - 8:00 PM GLOBAL Meeting (Confirmed) SC South Midtown**

Row Chairs/Theatre Style for 50

SC Food & Beverage Options:

No Food or Beverage Service

1

*If you decide to serve food or beverages please contact CARS. Additional charges and fees may apply if you serve food or beverages.*

SC Equipment:

Dry Erase Board - Portable

1

*size of board: 24" X 36*

"

Headtable/3 Chairs

1

Podium - Amplified Standing

1

Sign Stand(s)

2

*You may attach your sign to the sign stand.*

*You may not write on the sign stand. Defacing the sign stand will result in additional charges.*

*Dimensions: 11"X17" frame (will hold larger displays)*

Chair(s)

50

SC AV Equipment:

Laptop Computer

1

\$25.00

\$25.00

Less 100% Discount

-\$25.00

*Our laptop computers are locked to one log on. This means you will not be able to logon to the UH CougarNet with your personal account. Please bring your presentations, documents and anything that is not web access on a jumpdrive.*

LCD Projector w/ screen or TV - Built In

1

\$25.00

\$25.00

Less 100% Discount

-\$25.00

*Rooms with under 500 sf have a large screen TV instead of a projector and screen.*

*This does not include a computer. We provide HDMI and VGA connections.*

*If your computer does not have HDMI or VGA you will need to provide an adaptor.*

**Thursday, September 14, 2017**

**6:00 PM - 8:00 PM GLOBAL Meeting (Confirmed) SC South Midtown**

Row Chairs/Theatre Style for 50

SC Food & Beverage Options:

**Bookings / Details**

**Quantity Price Amount**

No Food or Beverage Service	1		
<i>If you decide to serve food or beverages please contact CARS. Additional charges and fees may apply if you serve food or beverages.</i>			
SC Equipment:			
Dry Erase Board - Portable	1		
<i>size of board: 24" X 36</i>			
"			
Headtable/3 Chairs	1		
Podium - Amplified Standing	1		
Sign Stand(s)	2		
<i>You may attach your sign to the sign stand.</i>			
<i>You may not write on the sign stand. Defacing the sign stand will result in additional charges.</i>			
<i>Dimensions: 11"X17" frame (will hold larger displays)</i>			
Chair(s)	50		
SC AV Equipment:			
Laptop Computer	1	\$25.00	\$25.00
Less 100% Discount			-\$25.00
<i>Our laptop computers are locked to one log on. This means you will not be able to logon to the UH CougarNet with your personal account. Please bring your presentations, documents and anything that is not web access on a jumpdrive.</i>			
LCD Projector w/ screen or TV - Built In	1	\$25.00	\$25.00
Less 100% Discount			-\$25.00
<i>Rooms with under 500 sf have a large screen TV instead of a projector and screen.</i>			
<i>This does not include a computer. We provide HDMI and VGA connections.</i>			
<i>If your computer does not have HDMI or VGA you will need to provide an adaptor.</i>			

**Thursday, September 21, 2017**

**6:00 PM - 8:00 PM GLOBAL Meeting (Confirmed) SC South Midtown**

Row Chairs/Theatre Style for 50

SC Food & Beverage Options:

No Food or Beverage Service	1		
<i>If you decide to serve food or beverages please contact CARS. Additional charges and fees may apply if you serve food or beverages.</i>			
SC Equipment:			
Dry Erase Board - Portable	1		
<i>size of board: 24" X 36</i>			
"			
Headtable/3 Chairs	1		
Podium - Amplified Standing	1		
Sign Stand(s)	2		
<i>You may attach your sign to the sign stand.</i>			
<i>You may not write on the sign stand. Defacing the sign stand will result in additional charges.</i>			
<i>Dimensions: 11"X17" frame (will hold larger displays)</i>			
Chair(s)	50		
SC AV Equipment:			
Laptop Computer	1	\$25.00	\$25.00
Less 100% Discount			-\$25.00
<i>Our laptop computers are locked to one log on. This means you will not be able to logon to the UH CougarNet with your personal account. Please bring your presentations, documents and anything that is not web access on a jumpdrive.</i>			
LCD Projector w/ screen or TV - Built In	1	\$25.00	\$25.00
Less 100% Discount			-\$25.00
<i>Rooms with under 500 sf have a large screen TV instead of a projector and screen.</i>			
<i>This does not include a computer. We provide HDMI and VGA connections.</i>			
<i>If your computer does not have HDMI or VGA you will need to provide an adaptor.</i>			

Subtotal \$0.00

**Bookings / Details**

	Quantity	Price	Amount
Grand Total			\$0.00

Student Center South (565) Building Notes

4455 University Dr.  
Houston, TX 77204

*There is an open wireless network in the building. "UHWireless"*

Event Contact Information: If you need additional equipment or your setup is incomplete please contact SC CARS, room 271, 832-842-6167 Monday - Friday 8 AM - 5 PM. If you need assistance after 5 PM please contact the SC Customer Relations Manager (CRM) at 281-381-4113. You may also reach the CRM via the SC Information Desk during operating hours at: 832-842-6256. The SC Information Center staff will radio the CRM. You may reach the Audio-Visual Personnel at 832-842-6147, 832-842-6163 or you may contact the CRM.

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**\* CANCELLATION POLICY:**

Registered Student Organization - Cancellations must be received in writing at least two (2) business days prior to the event. (Any reservation canceled with less than two (2) business days' notice will be considered a "No Show".) If the reservation is categorized as a "Sponsored" Event, the "Sponsored" rental rate will apply. Events may be re-scheduled only once after the cancellation period has been reached. If the re-scheduled event is canceled, the refund will be forfeited.

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**\* RESERVATION CONFIRMATIONS and All Other Appropriate Forms/Permits** are required to be on-site throughout the event. Failure to produce the forms /permits will result in suspension of the event. Photo identification is required of all individual patrons utilizing the facilities. Everyone must be able to present ID upon request of a UH staff member.

**\* SPONSORSHIPS:** if your group is receiving a sponsorship for an event at UH, then your organization is still responsible for making sure that all fees and charges are paid by the due date. This includes making sure SC Conference and Reservation Services receives a cashier's check, money order, or SCR by the due date. Otherwise, the reservation in question will be cancelled.

**\* ASSIGNED ROOM/ SPACE:** all groups/people must utilize their specific assigned location(s) listed on the Reservation Confirmation Letter. No one is permitted to relocate to a different location without prior approval. Representatives at vendor/information tables must remain next to, in back of, or right in front of the tables.

**\* TAPING ITEMS to Walls, Doors, etc.:** we do not allow items (paper, posters, banners, decorations) to be taped, tacked, nailed, glued, etc. to Walls, Doors, Ceilings, Paintings, Floors, Windows or interior surfaces. This could result in damage, remove paint, and/or create a safety hazard. If your group has a need to display items, please come by our office and request room dividers or Sign Stands for this purpose.

**\* TEMPORARY OUTDOOR SIGNS** on Campus Grounds requires advance written approval by request through the Dean of Students Office. Please contact our office if you wish to request signs on campus for your event.

**\* CHALKING/GRAFFITI** is not allowed on any surface within or around Student Centers buildings.

**\*TRASH** should be placed in the trash can. If the trash can is not large enough for all items please contract Event Services or the CRM to have your trash removed.

**\* The use of fog/smoke machine** is not allowed without prior approval and additional charges will apply. If the fire alarm is triggered by fog/smoke machine a \$300 fee may be applied to your reservation.

**\*We do not provide equipment or staff** for areas outside of the managed Student Centers spaces.

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**SC FOOD and BEVERAGE POLICY:** Groups holding meetings or events that will include food and beverages within the Student Centers and SC Satellite can choose from the following options: (1). Contract services through UH Dining Services Catering. You must use this option if having alcohol at meetings or events. Call 713-743-3663. UH Police may also be needed at events with alcohol. (2). Provide own food and beverages (pre-packaged /store-purchased food/drinks or home-cooked food). (3). Contract services through an Off-Campus Caterer (Insurance Certificate needed, with UH as Insured Party). For more information, please refer to the SC Food and Beverage Policies available in SC Conference and Reservation Services (CARS), Room # 271. ----- NOTE----- the Coca Cola Exclusive Contract is still in effect for the UH campus. This means that all drinks/beverages for Events & Meetings in the SC & SC Satellite (regardless of food source) must be approved Coke Products (including juice & water). Please ask if you have questions or view information on our web-site [www.uh.edu/studentcenters](http://www.uh.edu/studentcenters) and click on "CONFERENCE & RESERVATIONS" <[http://www.uh.edu/studentcenters/reservations/policies\\_procedures.html](http://www.uh.edu/studentcenters/reservations/policies_procedures.html)>

**Bookings / Details**

**Quantity**

**Price**

**Amount**

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The University of Houston is designated as a tobacco and vapor free campus. The use of all tobacco products is prohibited in university buildings and on university grounds, including parking areas, sidewalks, walkways, university-affiliated parking facilities and university-owned buildings, except in temporary designated tobacco-use areas. <<http://www.uh.edu/policies/tobaccofree/>>

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There are no charges for AV Equipment for Registered Student Organizations unless the equipment is scheduled less than 2 business days before the event date. This does not apply to fund raisers or sponsored events.

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Beginning August 1, 2016, the campus carry law allows persons with a state mandated concealed handgun license (CHL) to carry a concealed handgun in certain areas on campus, including the Student Centers. The University's campus carry policy can be found here: UH MAPP 07.01.05 - Campus Carry Policy <<http://www.uh.edu/af/universityservices/policies/mapp/07/070105.pdf>>

Policies available at <<http://www.uh.edu/studentcenters>> Click on "CONFERENCE & RESERVATIONS" then "POLICIES AND PROCEDURES".