



# RESERVATION REQUEST FORM

Student Social? Employee Appreciation? Friendly Competition? Thoroughly read this form!  
 No matter how big or small, all reservations must follow the same process.  
 Completion of form will be reviewed as a request and does not guarantee approval for a reservation.

## TO RENT OR RESERVE SPACE AT THE RECREATION CENTER OR ATHLETIC FIELDS, FOLLOW THE STEPS BELOW:

<b>STEP 1</b>	<p><b>Users/events should all be <u>directly</u> affiliated with the Texas Medical Center.</b></p> <p>All participants must be 18 years old or supervised by a parent/guardian.          Events should be one to two days in length, not ongoing practices, tournaments or leagues.          See available areas and estimated expenses below for facility rental, set—up, liability insurance, etc.          *UTHealth student events must be approved by Student Affairs. If approved, fees may be waived or discounted.  <i>Events require a 2—week minimum from STEP 3, so plan accordingly.</i>          If your events meets above requirements, see STEP 2.</p>
<b>STEP 2</b>	<p>Complete detailed information on the reverse side and submit to:  <a href="mailto:sarah.e.galecki@uth.tmc.edu">sarah.e.galecki@uth.tmc.edu</a> and <a href="mailto:pauline.m.habetz@uth.tmc.edu">pauline.m.habetz@uth.tmc.edu</a>          If event meets requirements and we may be able to accommodate, a link will be e—mailed to complete STEP 3.  <i>Again, keep in mind, STEP 3 must be completed a minimum of 2—weeks prior to desired date.</i></p>
<b>STEP 3</b>	<p>Complete detailed information on forms <i>that will be e-mailed following the review of STEP 2.</i>          Request for Solicitation on Campus/Use of University Facilities          Request for Permission to Serve Alcoholic Beverages [If needed.]</p>

SPACE	# AVAILABLE	CAPACITY	RATE/FIELD/COURT/HOUR
Recreational Athletic Field [Lights not included.] Softball/Kickball or Soccer or Flag Football, etc. *All fields are not regulation size.	2	N/A	\$25
Recreational Athletic Field Lights	N/A	N/A	\$10
Electricity Hook—Up	1	N/A	TBD
Off—Season Set—Up	N/A	N/A	\$50
Sand Volleyball Courts *No lights! Events must end before dusk.	2	N/A	\$15
Outdoor Basketball Courts *Lights included with fees.	2	N/A	\$15
Outdoor Tennis Courts *Lights included with fees.	2	N/A	\$15
Racquetball Court	1	N/A	\$15
Group Fitness Studio	1	40	\$25
Classroom/Meeting Room	1	25	\$50
Outdoor Swimming Pool and Deck	Pool/deck is not available to rent under any circumstance. This includes any number of lanes, shallow/deep ends or deck.		

## LIABILITY INSURANCE [Tenant User Liability Insurance Policy or TULIP]

If all attendees are directly affiliated with UTHealth/MDACC, liability insurance is already included under UTHealth.  
 For UTHealth/MDACC events including family, friends, or other events with TMC Institutions or Community, liability insurance is required.

There are 2 options for liability insurance:

1. User's organization adds UTHealth to coverage on Certificate of Insurance. [Exact details to be included will be provided.]
2. Purchase our TULIP. Amount is based on number of attendees and risk of activities. [Fees may increase from amount listed below.]

# OF ATTENDEES	ESTIMATED COST
1—100	\$83
101—500	\$107

COMPLETE DETAILED INFORMATION ON REVERSE SIDE →

# RESERVATION REQUEST FORM [STEP 2]

## EVENT DETAILS

EVENT NAME

EVENT DESCRIPTION

EVENT COORDINATOR

EVENT COORDINATOR E-MAIL

EVENT COORDINATOR PHONE #

DESIRED DATE OF EVENT

BACK—UP DATE

TIME OF ACTUAL EVENT

TIME FOR SET—UP/TAKE—DOWN

WHO IS YOUR TARGET POPULATION?

ARE ALL PARTICPANTS DIRECTLY AFFILIATED WITH UTHealth/MDACC?

HOW IS EVENT AFFILIATED WITH THE TEXAS MEDICAL CENTER?

IS THIS EVENT OPEN TO THE GENERAL PUBLIC?

APPROXIMATELY HOW MANY ATTENDEES ARE EXPECTED?

ARE FEES BEING CHARGED TO ATTENDEES? \_\_\_ YES OR \_\_\_ NO IF YES, HOW MUCH? HOW IS FEE HANDLED?

## RECREATION CENTER AND EQUIPMENT

SPACE(S) OF THE RECREATION CENTER TO BE RESERVED?

ANY ATHLETIC EQUIPMENT NEEDED? \_\_\_ YES OR \_\_\_ NO IF YES, PLEASE SPECIFY:

ANY TABLES, CHAIRS OR EXTRA TRASH CANS NEEDED? \_\_\_ YES OR \_\_\_ NO IF YES, HOW MANY OF EACH?  
NOTE: ALL TRASH MUST BE REMOVED AT THE COMPLETION OF THE EVENT. THERE IS NO DUMPSTER ONSITE.

ANY SPECIAL SET—UP OR DELIVERIES? \_\_\_ YES OR \_\_\_ NO

## FOOD AND ALOCHOL

WILL THE EVENT HAVE FOOD? \_\_\_ YES OR \_\_\_ NO IF YES, DESCRIBE:  
NOTE: GAS GRILLS ARE PERMITTED, CHARCOAL GRILLS ARE NOT ALLOWED.

ANY CATERING AND/OR OUTSIDE SERVERS TO REMAIN ONSITE? \_\_\_ YES OR \_\_\_ NO  
IF YES, VENDOR NAME:  
IF VENDOR IS TO REMAIN ONSITE, THEIR CERTIFICATE OF INSURANCE WILL BE REQUIRED WITH ADDITIONAL DETAILS TO BE PROVIDED.

WILL ALCOHOL BE AT THE EVENT? \_\_\_ YES OR \_\_\_ NO IF YES, IS IT BEING SOLD?  
NOTE: IF APPROVED, A SEPARATE FORM TO REQUEST FOR PERSMISSION TO SERVE ALCHOLIC BEVERAGES WILL BE REQUIRED.

## RECREATION CENTER ATHLETIC FIELDS, SAND VOLLEYBALL COURTS + GRASSY AREA

WILL THE EVENT NEED ACCESS TO THE TWO FIELD RESTROOMS? \_\_\_ YES OR \_\_\_ NO

IS ANY ELECTRICITY REQUIRED? \_\_\_ YES OR \_\_\_ NO IF YES, EXPLAIN:

IS A WATER SOURCE REQUIRED? \_\_\_ YES OR \_\_\_ NO IF YES, EXPLAIN:

**SUBMIT THOROUGHLY COMPLETED FORM TO: [SARAH.E.GALECKI@UTH.TMC.EDU](mailto:SARAH.E.GALECKI@UTH.TMC.EDU) AND [PAULINE.M.HABETZ@UTH.TMC.EDU](mailto:PAULINE.M.HABETZ@UTH.TMC.EDU)  
IF EVENT MEETS REQUIREMENTS + WE MAY BE ABLE TO ACCOMMODATE, A LINK WILL BE E—MAILED TO COMPLETE STEP 3.**