

PVAMU NORTHWEST HOUSTON CENTER

9449 GRANT ROAD, HOUSTON, TX 77070

WWW.PVAMU.EDU/NORTHWEST

TELEPHONE: 713-790-7281/7146 FAX: 713-790-7295

FACILITY USE REQUEST

For consideration of requests for use of the PVAMU Northwest Houston Center, this form must be completed in its entirety and returned to Valerie Mendoza-Milan via scan to ymmendoza@pvamu.edu or fax to 713-790-7295 as soon as possible. Payment is due the day of the event. All checks are payable to "Prairie View A&M University - NWHC"

PVAMU REQUEST

FOR PROFIT

NON-PROFIT

TODAY'S DATE: _____

HOW DID YOU FIND OUT ABOUT NWHC? _____

REQUESTOR INFORMATION:

Organization: _____

Contact Name: _____ Email Address _____

Title: _____

Organizational Mission: _____

Street/Dept: _____ Home/Cell Phone: _____

City: _____ State: _____ Zip: _____ Business Phone: _____ Fax: _____

EVENT INFORMATION:

Day(s) & Date(s) of Request: _____ Second Choice: _____

Type of Event: _____ Total Expected Attendance: _____

Registration Space Required? Yes No Number of Registration Tables _____

Time of Rental (**Including Set up/Clean up**): From: _____ To: _____ Total Hours: _____

*****CLEAN UP IS THE RESPONSIBILITY OF THE RENTER – ADDITIONAL FEES WILL BE CHARGED FOR CLEANING*****

Are you charging fees for any aspect of your Activity? Yes No

If Yes, please explain (including fee amount): _____

SPACE REQUIREMENTS:

Classroom(s) _____ (Rms.) Public Space (lobby) Computer Lab

Entire Facility Large Meeting Room (80 ppl max)

Library Kitchen (Multi-Purpose Room)

AUDIO/VISUAL & TECHNOLOGY NEEDS:

Copier Projector & Screen PA System Microphone Music Laptop PC or MAC

FOOD & BEVERAGES: (ALCOHOLIC BEVERAGES PROHIBITED)

Do you intend to serve food? Yes No Hot Food: Cold Food Both

Will you have food catered? Yes No

Do you intend to prepare food on Premises? Yes No

Name of Food Provider/Caterer: _____ Phone: _____

GENERAL TERMS AND CONDITIONS:

PLEASE READ BEFORE SIGNING BELOW

1. Unless otherwise permitted, all events must take place during scheduled operational hours of the facility.
2. Smoking is prohibited in all areas of the facility.
3. Alcohol is prohibited in all areas of the facility. Anyone appearing to be under the influence will not be granted access.
4. Anyone under the age of 16 must be accompanied and supervised by an adult at all times.
5. Lessee is responsible for complete clean up and disposal of trash. All trash to be removed to outdoor receptacles. A disposal fee of \$25.00 may be applied if necessary.
6. Unless otherwise permitted, all food and drink shall be confined to designated dining areas stipulated in your agreement.
7. The PVAMU Northwest Houston Center reserves the right to decline rental of the facility, rescind a rental contract, or require a cash deposit as prerequisite to rental.
8. The Lessee agrees to assume and be responsible for any expense(s) incurred for damage(s) to the premises or Center's property resulting from Lessee's use.
9. The PVAMU Northwest Houston Center does not accept responsibility for loss or theft of articles belonging to Lessee or any member of his party, or injury or accident to any said person on the grounds of or in the facility, and is absolved by Lessee of all liability, which may result thereof.
10. Additional attendants, i.e. parking attendants, cleaning personnel, Police/Fire supervision, etc., may be required as a condition of approval, the cost of which shall be Lessee's responsibility.
11. Outdoor activities cease at 9:00 p.m. in consideration of our neighbors.
12. The telephone is to be used for emergency or local calls only. Any long distance expenses incurred during a function will be charged to the Lessee.
13. Taping, mounting or displaying items on any painted surface is not allowed.
14. Any items/supplies brought into the facility or placed on the Center's property must be removed within 12 hours of the conclusion of the Lessee's event. Items remaining after 48 hours may be disposed of as abandoned property.
15. A Northwest Houston Center Staff Member will be on site and available to assist you, or your designated representative, throughout your rental time unless other arrangements have been made with the Customer Service Coordinator prior to your scheduled event.

In requesting the use of The PVAMU Northwest Houston Center, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group and any and all damages that may result as a consequence of the rental.

SIGNED: _____ DATE: _____

AGENT OF THE PVAMU NORTHWEST HOUSTON CENTER APPROVAL:

SIGNED: _____ DATE: _____