

## MAI 210 Reservation Request

**Please note:** The President's and Provost's Offices have priority for reserving Main 210. All other reservations are subject to being bumped from the calendar at any time.

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_ EID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Title: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Time needed for setup/reset of room: \_\_\_\_\_

Sponsor of Event (academic unit, organization, or office): \_\_\_\_\_

Number of attendees expected: \_\_\_\_\_

Groups that are expected to attend event (UT faculty/students/staff, public, alumni, donors, etc...):

\_\_\_\_\_

Will there be potentially disruptive activities, such as loud music? \_\_\_\_\_

Will FOOD or BEVERAGES be served at this event? \_\_\_\_\_

If yes, you must submit the following before the event reservation can be confirmed:

\_\_\_\_\_ Proposed menu for review and approval by the Provost's Office

\_\_\_\_\_ A work order request form to Custodial Services (512-471-5072) to clean the room following the event.

Please allow at least 2 weeks for Custodial Services to process your request. **Verification from Custodial Services will be required before reservation can be approved.**

Will your event require moving the chairs in the room or additional set-up? \_\_\_\_\_

If yes, YOU must submit:

\_\_\_\_\_ A work order request form (<http://www.utexas.edu/pmcs/request/>) to Event Support and Moving Services (512-471-6889) to assist with delivery and set-up of tables and chairs for event as well as resetting the room to its original configuration. A copy of the work order must be submitted to the Provost's Office before reservation can be approved.

Are the event organizers a student organization? \_\_\_\_\_ If yes, you may be required to arrange security with UTPD BEFORE the reservation can be approved.

### **MAI 210 is equipped with the following:**

1 conference table

16 chairs at the table

1 large flat screen display

1 speaker phone

Computer connections

Padded tablecloth (available in MAI 201)

RESERVATION IS NOT APPROVED UNTIL SIGNED AND CONFIRMED BELOW:

Reservation confirmed? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Provost Office designee: \_\_\_\_\_ Date: \_\_\_\_\_

On the day of the event, please check in at the reception desk in MAIN 201 to obtain the key to the room.

**Updated June 22, 2015, gjp**

**\*\*ALL reservations are subject to change at any time.\*\*  
\*\*Signee will be liable for any space damage.\*\***