

MAI 212 Reservation Request

Please note: The President's and Provost's Offices have priority for reserving Main 212. 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 212 is equipped with the following:

120 chairs

1 table podium

4 flat screens

4 standing microphones

2 wireless microphones

2 lapel microphones

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 April 18, 2016

****ALL reservations are subject to change at any time.****

****Signee will be liable for any space damage.****

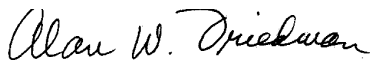
DOCUMENTS OF THE GENERAL FACULTY

SCHEDULE FOR MEETINGS OF THE FACULTY COUNCIL IN 2018-2019

The schedule shown below is proposed for the meetings of the Faculty Council 2018-19. It is in accord with Council practices in recent years. The secretary has classified this as general legislation. Final approval resides with the Council.

If no objection is filed with the Office of the General Faculty by the date specified below, the legislation will be held to have been approved by the Faculty Council. If an objection is filed within the prescribed period, the legislation will be presented to the Faculty Council at its meeting on May 7, 2018. The objection, with reasons, must be signed by a member of the Faculty Council.

To be counted, a protest must be received in the Office of the General Faculty by April 27, 2018.



Alan W. Friedman, Secretary
General Faculty and Faculty Council
The University of Texas at Austin
Arthur J. Thaman and Wilhelmina Doré Thaman Professor of English and Comparative Literature

SCHEDULE FOR MEETINGS OF THE FACULTY COUNCIL IN 2018-2019

The Faculty Council will meet at 2:15 P.M. in the Main Building, Room 212, on the following dates:

Monday, September 17, 2018 ¹	Monday, March 11, 2019
Monday, October 8, 2018 ²	Monday, April 15, 2019
Monday, November 12, 2018	Monday, May 6, 2019
Monday, December 10, 2018	Monday, June 17, 2019
Monday, January 14, 2019	Monday, July 15, 2019
Monday, February 18, 2019	Monday, August 19, 2019

Unless members are notified otherwise by the standing committee convener, the **General Faculty Standing Committees** will hold their initial meeting on Monday, September 10, 2018, in Main 212 at 2:15 P.M. Subsequent meeting dates, times, and places will be scheduled according to individual committee needs.

¹The Faculty Council **annual photograph** has been scheduled for September 17, 2018, at 2:00 P.M. on the south steps of the Main Building—immediately preceding the Faculty Council meeting.

²The **General Faculty** has only one regular meeting each year. That meeting will be held on Monday, October 8, 2018, in Main 212, at 2:15 PM. The Faculty Council meeting will follow the General Faculty meeting.

Distributed through the Faculty Council Wiki site <https://wikis.utexas.edu/display/facultycouncil/Wiki+Home> on April 13, 2018.