



Facilities/Classroom Utilization Request

Complete and send to terrie.thomas@cbshouston.edu

PLEASE NOTE: REQUESTS ARE DUE AT LEAST 48 HOURS BEFORE THE EVENT

Date of Request: _____

Please type. Do not handwrite.

Person Requesting Room: CBS Representative (will attend): Contact info. (phone/email):	Department/CBS Organization: Activity Name: Type of Event: CBS Event <input type="checkbox"/> External Organization <input type="checkbox"/>
Date of Event(s): Day: <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.	Time-Set up completed by: Event Start Time: Event End Time:
Preferred Room(s):	Estimated Number Attending:

Room Arrangement (special layout –attach drawing, equipment, etc.):

- As Is
 CD player
 DVD player
 Extra Trash Cans
 Laptop
 LCD Projector
 Microphone
 Overhead Projector
 Phone
 Podium
 Screen
 Speakers
 TV
 VCR player
 White Board
 Wireless internet connection

Other:

Additional Information:

Classroom Administration Use Only

Approved w/Confirmation: Yes No Room Assigned: _____

Facilities/Academic Dean's Office: _____ Date _____

Facility Operations Use Only

Approved: Yes No HVAC Schedule Adjustment: Building Door Schedule Change:

Special Needs-Boxer Management Support: Security Staffing: cost: \$ _____

Additional Support: Overtime Required: Yes No
cost: \$ _____

Facilities Manager: _____

Date: _____

Facilities Staff Support Assigned: _____

Equipment Scheduled:

CBS	Hours	Rate	Total
Facilities		\$35	
Security		\$15	
Utilities		\$35	

NON-CBS	Hours	Rate	Total
Facilities		\$75	
Security		\$15	
Utilities		\$35	
Other			

Important Note: Classes have priority over most events and activities and room availability may be limited. If you have activities that occur each semester it is important that you communicate your needs. This information can then be appropriately considered when establishing classroom assignments for the semester. Classroom space during certain days and times of the week is limited and therefore space may not be available.