



OFFICE OF HUMAN RESOURCES
OFFICE: 713-313-4239 FAX: 713-313-4347

CONFERENCE ROOM RESERVATION REQUEST
FOR HANNAH HALL 129

Please refer to the Conference Room Reservation Guidelines before completing this form.

Name: _____ **Date:** _____

Department/Organization: _____

Campus Address: _____ **Office Phone:** _____

Contact: _____ **Email:** _____

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BOOKING DATE: _____ **TIME:** From _____ To _____

PURPOSE FOR CONFERENCE ROOM BOOKING:

College-related Meeting Training External Meeting Project

Other _____

EQUIPMENT BOOKING INFORMATION:

TV/DVD set Projector Screen Projector Visual Board

FOOD SERVED (*Will require special setup; see Reservation Guidelines*):

Light Refreshments Lunch

Authorized Booking Representative (*Please print*): _____

Authorized Signature: _____

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Internal Use Only

Approved Booking: Yes No **Reason:** _____

Authorized Human Resources Representative: _____



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CONFERENCE ROOM RESERVATION GUIDELINES FOR HANNAH HALL 129

The HH129 Conference Room may be booked for internal purposes, such as college-related meetings, training sessions, project meetings, and external meetings with special approval, when the subject matter is related to Texas Southern University business. Users of the Conference Room are requested to strictly adhere to the rules and regulations listed below.

- Reservations shall be made through the Office of Human Resources by the designated Representative only. Forms can be obtained from the Office of Human Resources Representative in HH127 or downloaded from the Human Resources Website.
- No room reservation is complete until a completed, signed original of the Conference Room Reservation Request form is received by the Human Resources Representative. Please make a copy of this form for your files before submitting it.
- Contact the Human Resources Representative to ensure availability of the Conference Room and that your reservation has been booked. The Human Resources Representative reserves the right to reject a reservation request if the anticipated meeting attendance is too large for the capacity, anticipated to be disorderly, dangerous to property, or in any other way inconsistent with or in contravention of any of the terms and conditions of these guidelines.
- Reservations will be accepted subject to the provisions of these guidelines and in the order received. From time to time, it may be necessary for the Human Resources Representative to change or reassign a booking. Every effort will be made to suggest an alternative, and the Representative will provide the affected group with as much advance notice as possible.
- Failure to notify the Human Resources Representative of cancellations may result in forfeiture of future bookings. In case of cancellation, please inform the Human Resources Representative at least 24 hours in advance by calling 713-313-4239, or send an email to holbertme@tsu.edu.
- Regarding the room setup, meeting facilitators are permitted to change the layout of the furniture in the room for the duration of the booking, as long as the furniture is **not** removed from the room and the room is returned to the original configuration at the conclusion of the booking.
- Regarding specific equipment booking, please consult with the Human Resources Representative. Some equipment will be available in the Conference Room, and use of this equipment must be requested by the Booking Representative and approved by the Human Resources Representative.
- If food is to be served, it should be limited to light refreshments or a light lunch. Parties are not allowed in the Conference Room. Users are responsible for keeping the Conference Room tidy, neat, and in good condition. If a group or organization will have food catered, the arrangements for and the cost of catered food will be the responsibility of the Booking Representative.

CONFERENCE ROOM RESERVATION GUIDELINES **(continued)**

The room should be completely cleaned. Each group shall be responsible to ensure that, after the meeting, the Conference Room is returned to the same condition as it was prior to the meeting. Any materials or garbage that the users brought in should be removed. Failure to restore the meeting room to such prior condition shall render the group liable to the Office of Human Resources for the cost of repair and/or clean up and may result in forfeiture of future bookings.

- Should there be any damage of property or unexpected issues and/or mishaps during the booked time, the users and/or Booking Representative should report to the Human Resources Representative immediately or no later than the day after use. Users will be responsible for the cost of such damage.