 **THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**

**Division of Institutional Advancement**

REQUEST FOR MEETING ROOMS

**Requests must be submitted 10 days prior to event date**

 **INTERNATIONAL ROOM** **EXECUTIVE ROOM**

Contact Person(s):

Department/Organization:

Telephone #: Fax#:

Address/Project # for Billing Purposes:

Date/Time of Function:

**(Requests are subject to change or modification based on priority requests)**

Purpose of Request:UTRGV Event Public Service Private Event UTRGV Joint-sponsorship\*

 \***Please attach joint sponsorship form**

Name of Event:

Number Expected to Attend:

Will food or beverages be served?

If so, catered by:

Time needed for setup:

Will Alcohol be served?

*If so, attach Application for use of alcoholic beverages on campus*

Will minors be present: Yes No

Has proper training of staff been verified: Yes No

 **\*Submit Electronically to Magda Fraire** **magda.fraire@utrgv.edu**

**Department MUST provide copies of the following in order to process request. (Five working days prior to event)**

1. **IDT for UTRGV Physical Plant set up**
2. **Layout of room set up (classroom, u-shape, press conference, round table, other)**
3. **Police Service form for parking, no ticketing, unlocking of room/building**
4. **Custodial services for any event**
5. **In the event of an after-hours reservation requestor must not leave premises until police department locks building**

**Technical Equipment provided in meeting rooms:**  - Podium (includes: mic, computer, DVD) - Projector & Screen are accessible

***\*In-house Tech support not provided arraignments should be made with Technology Services***

**INSTITUTIONAL ADVANCEMENT**

**USE ONLY:**

Initials of person reserving on calendar: \_\_\_\_\_\_\_\_\_

**APPROVED \_\_\_\_\_\_\_**  Date: \_\_\_\_\_\_\_

 **DECLINED** \_\_\_\_\_\_\_ Revised 11/13/15