THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Request for Facilities - Non University Use

(A special form is needed for each facility request)

Individual Making Request: _____ _____ Date: _____
(Last Name) (First)

Representing: _____
(Name of group, organization, enterprise)

Telephone: Home: _____ Work: _____ Cell: _____ Email: _____

Other person to contact: _____ Phone: _____

Billing address: _____

Facility Requested: _____

Purpose of Request: _____

Day(s) and Date(s) Reserved: _____

Schedule time(s) for event: From: _____ To: _____

When is access needed to the facility? (Date/Time): _____ When will facility be vacated? (Date/time): _____

Number expected to attend: _____ Proof of liability insurance coverage and liability waiver required. See pg 2.

Will UTRGV joint-sponsor this event?	Yes ☐	No ☐	If YES, please attach completed Application for Joint Sponsorship
Will food or beverage be served?	Yes ☐	No ☐	If YES, University provides on-campus catering.
Will alcoholic beverages be served?	Yes ☐	No ☐	If YES, please attach completed Application for Use of Alcoholic Beverages on campus
Will a fee be collected for attending this event?	Yes ☐	No ☐	If YES, Profit/Loss Statement is required (please request form)

SPECIAL NEEDS:	Yes	No		Yes	No		Yes	No
1. Cater food/beverage	☐	☐	5. Special Parking	☐	☐	9. Police Services	☐	☐
2. Table top podium	☐	☐	6. BBQ Pit	☐	☐	10. Podium	☐	☐
3. Table top pod w/pa	☐	☐	7. Piano	☐	☐	11. Podium w/pa	☐	☐
4. Tables	☐	☐	8 Chairs	☐	☐			

12. Other (Subject to availability) _____

Attach additional pages as necessary.

(FOR OFFICE USE ONLY)

Special Event Srvc-Ed	210000042	$ _____	UCTR-Ed Rev	00000	$ _____
Special Event Srvc-Br	210000045	$ _____	Music Enrichment	00000	$ _____
Building Services	220000028	$ _____	Police Services	00000	$ _____
Grounds Maintenance	00000	$ _____	UCTR-Ed Custodial	00000	$ _____
Utilities	0000	$ _____	Custodial Maintenance	00000	$ _____

TOTAL $ _____

In requesting the use of UTRGV Facilities, I agree on behalf of my group or organization to abide by all policies, rules and regulations governing such use and to any charges incurred.

Date: _____ Signature: _____
(Person making request or responsible official of group/organization)

Facility requestors will be required to present proof of insurance coverage upon return of signed Facility Use Agreement. The University of Texas Rio Grande Valley shall be named as 'Additional Insured' for the event date. Requestor must submit signed liability waiver with proof of insurance. Liability waivers from event participants may be required if warranted by risk level. Requestors have the option of purchasing liability insurance (TULIP) for event date from UT System based on the following Risk Classification Schedule. Upon notification from Requestor, Office of Auxiliary Services will request a quote for TULIP insurance. Request for TULIP coverage must be submitted at least ten business days prior to event.

TULIP Risk Classification Schedule

TULIP Class 1 -Low Hazard Risks Includes the following or similar risks

Anniversary Parties	Birthday Parties	Fishing Events	Seances
Antique Shows	Charity Benefits, Auctions, or Sales	Flower Shows	Scouting Jamborees - no overnight camping
Art Festivals	Church Services or Meetings	Garden Shows	Seminars
Art Shows	Civic Club Meetings	Graduations	Social Receptions
Auctions	Classical Music Concerts - Indoors	Harvest Festivals - No farm implements or equipment	Speaking Engagements
Auto Shows	Consumer Shows	Home Shows	Symphony Concerts
Award Presentations	Conventions in Buildings	Jam and Jazz Concerts - Indoors	Teleconferences
Ballets or other Classical Dance Shows	Craft Shows	Job Fair - Indoors	Telethons
Banquets	Debuts	Lectures	Trade Shows - Indoors
Bazaars	Debutante Balls	Luncheons	Vacation Shows
Beauty Pageants	Drill Team Exhibitions	Meetings - Indoors	Voter Registration
Body Building Contests	Educational Exhibitions	Pageants	Wedding Receptions
Business Meetings	Electronics Conventions	Professionals and Amateur Assoc Meetings	
Business Shows	Fashion Shows	Reunions - Indoors	

TULIP Clas 2 - Medium Hazard Risks Includes the following or similar risks:

Bingo Games	Meetings - Outdoors	School Band Competitions or Events	Classical Music Concerts - Outdoors
Old Timer Events	Festivals and Cultural Events - Indoors	Picnics held at grounds without pools or lakes	Soap Box Derbies
Jam and Jazz Concerts - Outdoors	Political Rallies	Social Gathering - Outdoor	Job Fairs - Outdoors
Reunions - Outdoors	Trade Shows - Outdoors	Union Meetings	

TULIP Class 3 -Moderate Hazard Risks Includes the following or similar risks:

Aerobics and Jazzercize Classes or Events	County Festivals and Fairs - No rides	Instructional Classes	Proms
Baseball	Festivals and Cultural Events - Outdoors	Junior Athletic Games	Softball Events
Basketball	Heads of State Events	Karate Meets	Sporting Events in Buildings -Non-professional
Bicycle Rallies (Not Including Races)	Ice Skating Shows	Livestock Shows	Theatrical Stage Performances
Casino and Lounge Shows	Gymnastic Competitions	Nightclub Shows	Volleyball Events
Country Western Events -No rodeos or rides		Parades - Under 500 Spectators	Boxing, Wrestling, Hockey and Football Games

TULIP Class 4 - Submit to EBI

NOTE: Events must be referred to EBI for rating and approval. Not all events falling in this class will be approved under the TULIP program

Aircraft and Balloon Events	Professional Sporting Activities	Pyrotechnics	Animal Acts and Shows
Promoters	Rap and/or Heavy Metal	Any event with daily attendance over 5,000	Evangelistic Meetings
Rodeos and Roping Events	Any risk with Prior Losses	Exhibitions	Rummage Sales
Anything not otherwise classified in the guide	Film Production	RV Shows	Armed private security used at an event
Gun and Knife Shows	Sidewalk Sales	Block Parties/Street Closures/Street Fairs	Marathon (Walking, Running, Etc)
Boat Shows	Mechanical Amusement Devices	Swap Meets	Carnivals
Mobile Home Shows	Swimming, Swimming Pool Facilities	Animals	Motorized Sporting Events
Water Activities or Events	Concerts - Not Otherwise Classified	Overnight Camping - refer to U/W Section	Tractor Trailer Pulls

TULIP Rating Schedule

Total Attendance (Spectators/Participants)	Class 1	Class 2	Class 3	Add'l Premium for Liquor Liability
a. 1-100	$75.00	$100.00	$150.00	$75.00
b. 101-500	$100.00	$135.00	$200.00	$185.00
c. 501-1500	$150.00	$185.00	$310.00	$260.00
d. 1501-3000	$200.00	$315.00	$425.00	$375.00
e. 3001-5000	$300.00	$425.00	$625.00	$490.00

***Refer to Special Events Guide for Attendance > 5000. Products Liability coverage is excluded on all vendors, concessionaires, and exhibitors of non-food sales and demonstrations.**