



Office of Talent & Organizational Development Room Request Form (Internal Customers)



Please Print or Type Information

Today's Date: _____

Date of Event: _____ Total Time Needed for Reservation (Start - End): _____

Actual Event Time (Start - End): _____ Number of Attendees: _____

Number of Classrooms Needed: _____ Number of Computers Needed: _____

Event Title: _____

Requested by: _____

Department / Division: _____

Telephone Number: _____ Email Address: _____

Brief Description of Event:

City of Houston Requesters Must Complete:

Department #: _____ G/L #: _____

Cost Center/Internal Order#: _____ Fund #: _____

Instructor/Facilitator Equipment Needs (Check all that apply)

Computer Easel Projector Microphone: Type Lapel Hand Held How many? _____

Software (Specify Version) _____

All downloads or programs must be verified with our HITS Department 48 hours before the event.

Other: _____

Please have all your handouts, printed materials, or books made for event(s) and seminar(s)

Special Set-Up Requirements (Check all that apply)

Registration/ Sign-in Number of Tables: _____ Number of Chairs: _____

Other: _____

Completed forms should be scanned and emailed to otodrooms@houstontx.gov

Reservation will not be confirmed until COMPLETED form is received.

Office of Talent & Organizational Development

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Please read the agreement carefully

The OT&OD provides classrooms, furnishings, and equipment. A liaison will coordinate room, equipment and any special services as denoted on the Schedule Request Form. Food of any kind is not allowed in any of the classrooms or auditorium. A break out room can be assigned for food services at an additional charge.

The OT&OD does not provide consumables such as: pens, pencils, paper, copies, printing services, or flip charts. Requester should arrive at the OT&OD prepared for their event. The OT&OD does not arrange catering services.

The requester will schedule the room in advance (14 day minimum). All cancellations require a minimum 5-day notice; non-cancelled events will be billed cost of room. The requester will arrive at least 30 minutes in advance to make any re-arrangements of furnishings to suit their unique needs then return room to the original set-up and condition.

The requester will ensure that attendees do not take breaks in the Lobby/Receptionist area. Events that extend past scheduled time will incur additional fees (\$15.00 per half-hour).

The requester will use equipment responsibly and accept responsibility for all damages incurred during use of room.

PC Labs: Any additional software needed for the event will be installed and uninstalled by the requester or his/her designee. PC Training Manager must approve installation of any software.

Room Rates (Week Days)

Internal Customers (IC)

Classrooms
IC \$150.00

Auditorium
IC \$200.00

PC Lab
IC \$150.00

Atrium
IC \$100.00

Room Rates (Weekends)

Internal Customers (IC)

Classrooms
IC \$150.00

Auditorium
IC \$200.00

PC Lab
IC \$200.00

Atrium
IC \$100.00

All last minute changes may incur additional charges.

Note: Failure to comply will result in an assessment of additional fees.

Time Overage
\$15.00/Half-hour

Make Ready/Clean Up
\$50.00

I/We have read and agree for the use of the Office of Talent & Organizational Development. I/We agree to have the Office of Talent & Organizational Development assess charges to me as a form of recourse for violating the terms of this agreement.

Signed: _____

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Room Views *Seating Capacity*

Room 107 - Auditorium *Seats 150*



Room 111/112 *Seats 35*



Room 120 *Seats 35*



Room 131 *Seats 45*



Room 222 *Seats 35*



Room 232 *Seats 12*



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Room Views *Seating Capacity*

Room 234 *Seats 45*
Mobile Laptops Compatible



Room 129 Computer Lab *Seats 10*



Room 215 Computer Lab *Seats 14*



Room 216 Computer Lab *Seats 12*



Room 135 Small Conference Room
Seats 12

