



Date: _____ Event: _____

BioScience Research Collaborative Shared Venues Reservation Request

**Submitting This Form Does Not Constitute a Reservation
Please wait for the BRC Admin Coordinator to respond with a reservation confirmation.**

Event Name: _____

Date(s): _____

Event Objectives: _____

Event Website (if applicable): _____

Number of Attendees: _____

Event Host Information:

Are you a BRC Tenant? *** Yes No

***A **BRC tenant** is any member of a unit of a leasing institution that has one or more members of that unit residing in the building.

Example:

A member of the Rice University Biosciences Department who does not reside in the building is still considered a BRC tenant because Rice University is a leasing institution and the unit of the leasing institution (Rice Dept of Biosciences) has one or more members who do reside in the building. On the other hand, a member of the Rice University School of Architecture is not a BRC tenant because, although Rice University is a leasing institution, there are no members of the Rice University School of Architecture who reside in the building.

Rice Departments Please Provide Fund and Org to be charged for service fees: _____

NOTE: Venue, custodial & all other event related fees will be charged to the fund & org provided via online IDT in Banner.

Full Name: _____

Department or Organization: _____

Mailing Address: _____

Billing Address (if different from above): _____

E-mail: _____

Work Phone: _____ Cell Phone (required): _____

Brief Description of the event, preliminary schedule of activities and additional information/remarks concerning the event:

Check Room(s) Requested	Room Capacity	Date(s) Needed	Time(s) Needed: (From – To)
<input type="checkbox"/> Auditorium 103 *	287		
<input type="checkbox"/> 2 nd Floor Lecture Hall (Room 280)	87		
<input type="checkbox"/> PreFunction Space	75		
<input type="checkbox"/> Breakout Classroom 106	50		
<input type="checkbox"/> Conference Room 110	12-15		
<input type="checkbox"/> Outside Patio	125-250		
<input type="checkbox"/> 1 st Floor Event/ Exhibition Hall 120	280		
<input type="checkbox"/> 10 th Floor Conference Room 1003	75		

*Note: Reservation of the Auditorium also requires reservation of the PreFunction Space. Please be sure to mark both if reserving 103.

EVENT SERVICES:

Yes No AV needed?

Yes No Will your event have a Poster Session?

Yes No Will food be served?

Yes No Will your event take place after 6:00pm?

Yes No Tables/Chairs Set Up

Yes No Will alcohol be served?

Yes No Parking Attendant

Yes No Will you be renting furniture from an outside company (i.e. rounds, tent, etc.)?

Yes No Parking Validations

Yes No Will you need VIP Security?

Yes No Will you have exhibitors?

Yes No Have you had an event at the BRC before?

IMPORTANT Information Concerning Your Event Service Needs Indicated Above:

- When you are notified by the BRC Admin Coordinator that your reservation request has been approved, you will need to arrange for any event services you have indicated above.
- **For all Rice BRC tenants** – For AV, you may contact Academic Technology Services by going [here](#) to fill out the request form. For custodial set-up and support, please email brc-events@rice.edu directly to submit a FAMIS work order for your event. You will be asked to provide a Rice Fund and Org to which the event services fees will be charged. For parking, you will need to contact the Rice Parking office at parking@rice.edu.
- **For all non-Rice BRC tenants** – The BRC Admin Coordinator will arrange for the Rice event services needed and will bill you for the fees.