

For rental availability, please complete the bottom portion and return at least two weeks prior to requested date, Thank you

The University of Texas Health Science Center at Houston Recreation Center  
**Outdoor Athletic and Aquatic Facilities**  
Guidelines and Reservation Request Form

<u>Field Rental Rate Information</u>	Softball / Football / Soccer Field Sand Volleyball / Basketball Field Lights	\$25.00 per hour \$10.00 per hour \$10.00 per hour
<u>Large Outdoor Event Information</u>	Four (4) Hour Minimum Each Additional Two (2) Hours	\$200.00 + required deposits \$50.00 Lights not included
<u>Pool Rental Rate Information</u>	Pool / Locker Room / Deck Privileges / 25 people Pool Attendant - as necessary (1.5 hours) Other Activities / Meets / Large Groups	\$40.00 members / \$50.00 non-members \$20.00 additional fee Please Call for Rental Rate
<u>Deposit Fee Information</u>	Large Group (Over 50 People) Alcohol / Food Service Pool Use Deposit	\$50.00 per event \$50.00 per event \$25.00 per event
<u>Payment and Deposit Requirements</u>	All rental fees must be paid before authorization for the activity will be given. Deposits must be paid with a separate check and will be returned within five business days if the area is left clean and free of trash.	
<u>Loss of Deposit</u>	Failure to comply with the stated Recreation Center policies will result in the forfeiture of the rental deposit and loss of future reservation privileges. All decisions to revoke deposit are final.	
<u>Security Requirements</u>	Large group rentals, and any rental where alcohol is present must provide adequate security measures. The rental group is responsible to contact the UTPD to coordinate this activity. The UT Recreation Center is not responsible for providing security for any event, nor will the UT Recreation Center provide security for any event.	
<u>Reservation Policies</u>	1. The rental areas are only available when programming or maintenance work is not being conducted. Rental of facilities is on a first come, first served basis. The UT Recreation Center reserves the right to limit rentals. 2. Only requests made 48 hours in advance will be considered. Payment is required in advance. 3. After the rental has been confirmed, a copy of the rental authorization and payment receipt must be picked up from the Recreation Center front desk prior to using the rental area.	
<u>Participant Responsibility</u>	1. Participants are using the rental facilities at their own risk. 2. Participants do not have access to the UTHSC-H Recreation Center unless they are current members. 3. All trash must be removed from the grounds upon departure. 4. No glass containers. Smoking is prohibited. Alcohol is not permitted within the UT Rec Center. 5. Do not park or play on wet fields. In case of bad weather, please call for approval to use facilities. 6. Do not empty used charcoal on the UTHSC-H grounds. No open flames or campfires. 7. Parking is allowed in designated spaces only. Do not park in Recreation Center lots.	
<u>For More Information</u>	Call the RecSports Office at 713-500-8422 or 8421. Visit the UT Recreation Center web site at <a href="http://ae.uth.tmc.edu">http://ae.uth.tmc.edu</a>	

Please complete and return to the UT Recreation Center, 7779 Knight Rd., Houston, TX 77054 or fax to 713-500-8409.

This request is for:  Outdoor Athletic Facilities  Aquatic Facilities

Individual Making Request: \_\_\_\_\_ Representing: \_\_\_\_\_

Phone Number Day/Evening: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Facility Requested: \_\_\_\_\_ Nature of Activity: \_\_\_\_\_

Day / Date Requested: \_\_\_\_\_ Start / End Time: \_\_\_\_\_

Check if involved / required:  Alcohol (Athletic Fields Only)  Foodservice AE Foodservice 713-500-8400  Rental Equipment