

## Facility Reservation Instructions

Email reservation to: [adriscoll@cccgh.com](mailto:adriscoll@cccgh.com)

or

FAX: 713-236-0073

In order to ensure reservation and to eliminate conflicts, all event requests for venue(s) or foyer table(s) or any outside location must be turned in as early as possible.

All reservations are final upon receipt of confirmation letter or notice from the Center office.

Please submit **cancellations** or **changes as soon as possible.**

This helps make the room(s) available for others; reschedule personnel; and also, saves on our heating & air conditioning.

### **RESERVATION PROCEDURE:**

- ❑ A completed reservation form must be turned in for any venue, foyer table or outside location of the Center. Request forms submitted outside of office hours should be placed in the reservation forms box located on the left side of the office entrance door via the lobby, or emailed or faxed.
- ❑ The facility scheduler will check for availability of date, time and facility for the requested event.
- ❑ If the venue (site) is available, it will be reviewed and approved by the Administrator. If the venue (site) is not available, the person requesting the venue will be contacted in order to make appropriate adjustments/changes.
- ❑ Upon approval, the event will be scheduled and person requesting the reservation will be notified via email, mail or phone call.

All reservation requests are handled within a 3 working day period.