



## The Institute for P-20 Initiatives

### UTSA MOBILE GO CENTER (MGC) RESERVATION REQUEST FORM

MGC Events will take place in **Bexar County** on Monday-Wednesday from 9am-4pm schedule and calendar allowing.

#### **Event Information:**

Event Title: Start Time: AM PM

Event Date: End Time: AM PM

Expected/Estimated Number of Attendees (Minimum of **50** Participants):

#### **Primary Contact/Event Requester:**

Name: Office Number:

School/Organization: Cell/Contact Number for Event Day:

Date MGC Request Submitted: Email:

#### **Service Requested:**

- Financial Aid Information/Processing
- Apply Texas Processing
- Career Exploration- Texas Gear Up (recommended for 4<sup>th</sup>-12<sup>th</sup> grade)
- Career Exploration - Texas Reality Check (recommended for 10<sup>th</sup> – 12<sup>th</sup>)
- Other:

**Audience** (check all that apply): 4<sup>th</sup> grade 5<sup>th</sup> grade 6<sup>th</sup> grade 7<sup>th</sup> grade 8<sup>th</sup> grade

9<sup>th</sup> grade 10<sup>th</sup> grade  11<sup>th</sup> grade 12<sup>th</sup> grade  College Students  Other

#### **Location Information:**

Event Address:

City: , TX

Zip Code:

Please email a photo or map of your location site, designating the blocked off area to be used by the MGC. The UTSA MGC cannot park in a fire lane. Describe where the MGC will be parked:

**Reservation/Cancellation Policy:** Please provide a minimum notice of *3 weeks* for reservation. A new reservation form will be required when rescheduling cancelled or additional events.



The Institute for P-20 Initiatives  
**POLICIES AGREEMENT FORM**

**(Please Sign Page)**

The policies and procedures for the proper use of the Mobile GO Center (MGC) were established to ensure the safety of the MGC participants and to prevent any damage to the MGC during the use.

1. The MGC will not exceed its maximum capacity of 23 participants per presentation/session. One MGC staff and 1 adult event staff/volunteer should be present in the MGC at all times.
2. The MGC staff and scheduler will work together to determine the schedule and program for the day.
3. Only MGC staff members are allowed in the unit prior to start time and after the end time of the event.
4. The Mobile GO Center will need approximately 150 feet of blocked off parking space. Parking cannot be in a fire lane. **Please email a photo of the designated parking area** before the event.
5. Participants should stand clear of safety cones provided by the school or organization. These cones should be placed as a precautionary measure to prevent accidents from occurring in the designated parking area.
6. Due to unforeseen emergency circumstances or unexpected inclement weather conditions (heavy rain, ice, or extreme heat) events may be cancelled by MGC staff or the requester. Please contact the Institute for P-20 Initiatives for event changes or cancellations. The Institute for P-20 Initiatives will notify the scheduler as soon as possible if a cancellation is required.
7. Participants who are disruptive may be asked to leave the MGC.

I, \_\_\_\_\_, acknowledge that I have read and understand all the material in the UTSA Mobile Go Center Information Packet and will follow all the guidelines established. As event requester, I will assist in seeing these guidelines are adhered to by staff/volunteers and MGC participants.

\_\_\_\_\_  
Even Requester (Signature)

\_\_\_\_\_  
UTSA MGC Staff (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please submit the signed UTSA MGC Reservation Request Form to  
[Lara.Crouch@utsa.edu](mailto:Lara.Crouch@utsa.edu) or fax to 210-458-2764.**