



The Institute for P-20 Initiatives

UTSA MGC RESERVATION REQUEST FORM

MGC Events will take place within Bexar County on Mondays - Fridays 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: Cell/Office Telephone:

School/Organization: Email:

Date MGC Request Submitted: Office Fax:

Service Requested:

Financial Aid Information/Processing Apply Texas Processing

Career Exploration- Texas Gear Up Career Exploration - Texas Reality Check

Other:

Audience (check all that apply): 4th grade 5th grade 6th grade 7th grade 8th grade

9th grade 10th grade 11th grade 12th grade College Students Other

Location Information:

Event Address: City: San Antonio, TX Zip Code:

Where will the MGC be parked (**MGC cannot park in a fire lane/ please send photos of area**):

Please email a photo or map of your location site, designating the blocked off area to be used by the MGC.

Reservation/Cancellation Policy: Please provide a minimum notice of *3 weeks* for reservation. Please provide a minimum notice of 5 days for cancellation. A new reservation form will be required when rescheduling cancelled events.



The Institute for P-20 Initiatives

POLICIES AGREEMENT FORM

(Please print and sign this 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 20 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 (due to electrical cords, wheelchair lift in use, etc.) from occurring in the designated parking area.
6. Due to unforeseen emergency circumstances or unexpected inclement weather conditions, such as rain or ice, 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)

Date

UTSA MGC Staff (Signature)

Date

Please submit the signed UTSA MGC Reservation Request Form to Lara.Crouch@utsa.edu or fax to 210-458-2764.