



Office of Event Services
Texas Southern University
3100 Cleburne Avenue
Houston, Texas 77004

Rental Application

Please provide information for each of the following questions by listing company names, addresses, telephone numbers and contact person. Failure to do so will result in a delay in processing this application. References must reflect those of the applicant.

Applicant: _____
(Name of company, corporation, organization, or individual)

Contact Person(s): _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____ Cell Number: _____

Is the applicant a non-profit corporation: ☐ Yes ☐ No

If the Applicant is a corporation, please list the names, titles and addresses of the officers:

Name and Title of Person

Who will sign contract: _____ Phone Number: _____

BANK REFERENCE (Account must be in the same name as Applicant shown above)

Bank: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____ Checking Account #: _____

FACILITY REFERENCE (List theatres, auditoriums, arenas, hotels, and or exhibits halls previously leased by Applicant shown above. If this is your first time leasing a facility write "N/A")

Facility: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____ Date(s) of Events: _____

Name of Event(s): _____

Facility: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____ Date(s): _____

Name of Events: _____

Facility: _____ Contact: _____

City/State/Zip: _____ Date(s): of Events: _____

Name of Event(s): _____

BUSINESS REFERENCES (List companies which Applicant has done business. If you wrote “N/A” for Facility Reference, please list (4) business references.)

Company: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____

Company: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____

Company: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____

Company: _____ Contact: _____

Address: _____ Phone: _____

City/State/Zip: _____

This application will NOT be processed or approved if information is incomplete or inaccurate. No dates can be held or contracted without an Approved License Application.

This is not a legal contract and is not binding on either the Applicant or Texas Southern University. DO NOT make any advance Arrangement regarding facility usage or promotion until a contract has been fully executed with Texas Southern University. An approved application will be kept on file and is acceptable for rental of all Texas Southern University venues.

I hereby confirm that the above information is true and correct to the best of my knowledge.

Signature of Applicant
(Person who will sign contract)

(Date)

SUBMIT