



**Department of Recreational Sports Facilities
Reservation Request for TAMU Departments**

Section I: Contact Information

Department responsible for Request _____

Person responsible for Request _____

Primary Phone Number _____ Cell Phone _____

Email _____

REQUESTOR'S SIGNATURE _____

Mail Stop _____ City _____ Zip _____

Accounting Contact _____ Phone Number _____ Departmental Acct # _____

Accounting Contact Email _____ Billing Address _____

Section II: Event Information

Event Name _____ Date of Event _____

Approximate Number of People _____

Please provide a brief description and purpose of the event:

Section III: Facility Request

Day of Week	Date	Facility/Room Request	Time Request (beginning/ending)

Approved as requested
Reservation # _____
Date Entered _____
Entered By _____

Approved with noted changes
Reservation # _____
Date Entered _____
Entered By _____

Request Declined

Reservation Scanned

University Account # for this event# _____

Facility approval is based on the availability of space. Please review the attached confirmation. Any changes to your request will be reflected on the confirmation sheet. The Departmental Account number will secure the reservation as the deposit. *You will receive a pre invoice for the facility rental and equipment portion of your event after the event within 5 days of the preview invoice review it for accuracy. After the preview invoice time frame you will receive a final invoice outlining rental fees and it will be submitted to the Financial Management office for payment based on the account number submitted for the event.*

Section IV: Event Details

Will food be served at the event?	Yes	No
Catering information _____		
Will minors attend the event?	Yes	No
Will signage be used for the event (all signage must be approved by Rec Sports)?	Yes	No
Will a Rec Center Facility Tour be needed?	Yes	No
	(Time _____)	

Facility and Room Options

Indoor Facility/Room	Cost/hour/day	Hours needed	Total cost
Rec Rockwall	\$175/hour or \$18/per person		
Rec Indoor Instructional Pool	\$100/hour (max \$1000/day)		
Rec Indoor Diving Pool	\$150/hour (max \$1500/day)		
Rec Indoor 50-meter Pool	\$62.50 per unit four units available \$250/hour = 4units (max \$2500/day)		
Rec Room 255 (Conference Room)	\$30/hour (max \$300/day)		
Rec Room 281 (Large Classroom)	\$30/hour (max \$300/day)		
Rec Room 281 Balcony	\$30/hour (max \$300/day)		
Rec Activity Room (301-304)	\$30/hour (max \$300/day)		
Rec Room 134 (Garden Room) Seats up to 180	\$50/hour (max \$500/day)		
Rec Room 243 (Archery Room) Seats up to 450	\$90/hour (max \$900/day)		
Rec Indoor Courts (Basketball, Volleyball, Soccer, Badminton)	\$45/hour (max \$450/day)per court		
Rec Racquetball/Squash Courts	\$15/hour (max \$150/day)		
Rec Outdoor Pavilion	\$40/hour (max \$400/day)		
Rec Outdoor Basketball Courts	\$45/hour (max \$450/day) per court		
Rec Outdoor Volleyball Courts	\$45/hour (max \$450/day) per court		
Rec Outdoor Pool	\$150/hour (\$1,500/day)		
Penberthy Intramural Fields 12 Fields	\$75/field/hour (max \$750/day)		
Penberthy Meeting Room	\$30/hour (max \$300/day)		
Penberthy Pavilion	\$40/hour (max \$400/day)ALL		
Penberthy Classroom	\$30/hour (max \$300/day)		
Omar Smith Tennis Courts 1-18 cts Row of 6 cts	\$60 half day /\$100 per day Row of 6 courts		
PEAP Indoor Courts (4 Basketball, 6Volleyball, 12Badminton)	\$30/hour (max \$300/day) per court		
PEAP Classroom	\$15/hour (max \$150/day)		
PEAP multipurpose room	\$30/hour (max \$300/day)		

*Please note that if inclement weather is to arise the Penberthy Pavilion becomes a lightning shelter and all reservations are subject to Cancellation.

Equipment Options

Indoor Equipment	Cost	Number needed	Total Cost
Round Tables (60")	\$8.00 each		
Rectangle Tables	\$8.00 each		
Cocktail tables	\$8.00 each		
Standard Tablecloths Polyester Variety of colors and prints available	\$14.00 each		
Floor Length Tablecloths	\$18.00 each		
Deluxe/ Bridal Tablecloths Variety of colors and prints available	\$25.00 each		
Tables Skirts	\$14.00 each		
Chairs	\$1.50 each		
Pipe and Drape	\$7.50 per section(2 uprights, crossbar & 1 drape)		
Stage (6' x 8' section)	\$35.00/section (10 sections)		
Podium	\$35.00		
Microphone	\$25.00 with stand or cordless		
Stereo	\$50.00 not available on courts		
Projection Screen w/out laptop	\$50.00		
Portable Bleachers (max 8)	\$25.00/section		
Folding Chairs	\$1.50 each		

Sporting Event Needs

Will you require sports equipment? Yes No

If yes, list what types and how many _____

Will your event require fields to be lined? Yes No

Section V: Staffing Information (this section completed by Rec Sports)

Position	Quantity (requirements may apply)	Price per Hour	# of Hours	Total Cost
Event Supervisor		\$16.00/hour		
Event On-Site Coordinator		\$14.00/hour		
Event Staff		\$14.00/hour		
Medic		\$18.00/hour		
Head Lifeguard		\$16.00/hour		
Lifeguard		\$14.00/hour		
Officials		\$16.00/hour		
Scoreboard Operator		\$14.00/hour		
Police Officer		\$60.00/hour		
Security Officer		\$35.00/hour		

All prices are subject to change. Reservations are subject to change or cancellation for Academic Classes or Programs.

Event Planning Guidelines

Pre-Event Planning and Catering

The Department is committed to providing you with the best service possible. To assure the success of your event, please contact Paula Opal at popal@rec.tamu.edu or call 979-845-3076 to arrange a meeting at least two weeks prior to the event. This meeting is vital if you need more than tables and chairs and plan to have entertainment.

1. The event is approved **ONLY** for the time listed on the reservation form and will be verified in **bold print** on the **confirmation form** immediately under the date. The reserved time in small print indicates the setup and takedown time for the Recreational Sports personnel and the group will not be permitted in the room during this time. This means the organizer **must** include time for decorating, catering setup/takedown, pre and post preparations and event cleanup in the reservation request.
2. The Department of Recreational Sports reserves the right to book another event 30 minutes before or after your event. It is vital that you adhere to your confirmed reservation time.
3. The Archery Room seats a maximum of 450 people and the Garden Room seats a maximum of 180. Any room that is within 75% maximum occupancy will have limited space available for food service and entertainment.
4. Security may be required for dances and other large events, especially if they are open to the public.
5. Any caterer is permitted for food but there are restrictions on the beverage/alcohol vendor. A representative from the group must sign for any food deliveries and the Department of Recreational Sports is not responsible for any missing food. All catering dishes and ice chests must be removed by the ending time listed on the confirmation form.

Decorating Guidelines

1. Duct tape, double stick tape, and other high adhesive tapes are not permitted. It is suggested you use packing tape, painters/quick release tape or poster putty to adhere things to the walls or floor.
2. Tape, nails and thumb tacks cannot be used on any wood trim, art work, walls with wall paper and windows with a vinyl covering.
3. Glitter and confetti is **NOT** allowed anywhere in the facility.
4. The group must supply their own extension cords, power strips, office supplies, disposable dishes/utensils, etc.
5. Linens are not required since the tables have a laminate grey speckled surface. However, if you do not use linens, the group will be responsible for cleaning all the tables at the conclusion of the event. If you wish to use linens, the Department of Recreational Sports has a variety of linens in an abundance of colors for a nominal rental charge or the group can provide their own.
6. The groups must return the room to its original condition at the start of the event. All tables must be cleared of plates/cups/decoration and the floor may need to be swept. A cleaning charge may be assessed if the group does not adhere to this rule.
7. The Department is committed to recycling. We request that all paper boxes be flattened and plastic drink containers be set aside so that they may be brought to the recycling bins. The Rec Sports staff will take care of this service as well as dump the trash.

Audio Visual Equipment

1. Most rental rooms come with ceiling mounted LCD projectors/screen with computer hookups. This equipment is available for a rental charge and arrangements and must be made a minimum of 48 hours in advance and during business hours. Groups providing their own LCD projector will need to bring a portable screen/power cord.
2. Wireless microphones, CD players, cable TV, and stereos are available in most rooms for a rental charge. However, the Department is not responsible of equipment malfunctions that could not be foreseen.
3. Laptops are **NOT** provided by the Department of Recreational Sports.
4. Wireless access is available to Texas A&M students and staff provided you have a current net ID and password. For events with non A&M credentials, guest wireless or VPN accounts can be setup by going to the following website: <http://tamulink.tamu.edu>. Please submit a request a minimum of two business days prior to the event.