



Reservation Guidelines

Reservation Policies/ Procedures:

The Student Recreation Center, Penberthy Intramural Complex, Read Building, G. Rollie White Annex, Disc Golf Course, Duncan Field, Simpson Drill Field, Omar Smith Tennis Courts and East Campus Fields are available for reservation by recognized student organizations, University departments and the general public. Requests for facility reservations may be made in person in room 202 of the Student Recreation Center or faxed to 979-845-0838. It is recommended that requests are submitted at least two weeks in advance.

Methods of Payment:

1. Recognized Student Organizations: Must complete and return their SOFC Approval to Charge Form to Rec Sports within ten business days of the reservation request.
2. University Departments: Must complete an Interdepartmental Order (IDO) to Rec Sports within ten business days of the reservation request. Departments may keep their IDOs on file if they are requesting multiple reservations throughout the academic year.
3. Private Groups: Payments must be made by check, debit card, or credit card to Rec Sports within ten business days of the reservation request for full facility rental. Credit card payments are accepted over the phone by calling 979-845-0526, Monday – Friday, 8:00 a.m. to 5:00 p.m.

Charges*	Payment Due Date
Facility Rental	Full Payment within ten business days of reservation confirmation
Equipment & Staffing Additional Charges	All Remaining Balances due within ten business days of receiving the final invoice

*Terms of the rental agreement and charges are subject to change by the Department of Recreational Sports.

Guest Passes:

Guests that are not current Rec Members are not permitted to use facilities and/or equipment not included in the approved reservation request. All non-Rec Members may be assessed a \$8.00 per person charge if the event involves the use of sport, fitness and/or aquatic areas. Arrangements can be made to purchase passes prior to the event. Guest Passes are also available at the Member Services Desk in the Rec Center.

Cancellation/Refund Policy:

All cancellation requests must be made in writing and emailed to tbomnskie@rec.tamu.edu or delivered to room 202 of the Student Recreation Center during normal business hours of 8:00 a.m. to 5:00 p.m., Monday – Friday. Date and time of cancellation request will be used to assess the refund amount.

- 100% refund if cancellation occurs 30 days prior to event date.
- 50% refund if cancellation occurs 14 to 29 days prior to event.
- No refunds if cancellation occurs 13 or fewer days prior to event.

Rental Fees:

The length of the rental period includes preparation, set-up, and tear-down/clean-up times. If a group uses a facility for a portion of an hour, they will be charged in half hour increments, unless they have rented the facility for the day.

All individuals and groups wishing to reserve facility space will be required to pay the facility rental in full. The individual or group reserving the facility must remit payment within ten business days after receipt of the reservation confirmation.

Event Operations:

A Rec Sports staff member will meet with the individual or group at least two weeks prior to the event to finalize the details of the reservation. The rental group is responsible for all direct labor costs incurred by the Department of Recreational Sports that are necessary for the proper operation and maintenance of the facility. These costs include, but are not limited to, facility operations staff, lifeguards, medics, security personnel, sport officials, and scoreboard operators. The amount of staff assigned to an event will be determined based on the size and nature of the event. Groups over 250 people may require additional Security. Rental groups will also be charged for any special cleaning, maintenance, repair, or replacement resulting from the event or activity. The Department of Recreational Sports will bill rental charges in half hour increments. The final invoice will be emailed to the person responsible for submitting the reservation unless other arrangements have been made in advance.

After Hours Charges:

In addition to the rental and event operation fees, any group that schedules an event outside of a facility's regular operating hours must pay the personnel costs incurred in keeping the facility open beyond its posted hours.

Equipment Charges:

Additional charges will be assessed for any equipment listed on the facility price sheets. (Please see price sheet for current rates). The Department of Recreational Sports reserves the right to bill for additional equipment used during the course of an event. In case of multi use or long-term rentals, groups will be billed at the end of the month or following the group's last reservation.

Concessions:

Rental groups are not allowed to sell/distribute products or contract with outside vendors to sell/distribute products in a Rec Sports facility without the prior written approval of the Department of Recreational Sports and Texas A&M University Concession Committee.

Penberthy and other Outdoor Facilities:

The Department of Recreational Sports does not guarantee alternate indoor facilities, or rain dates, in the event of inclement weather. However, we will make every effort to find an alternate date for your group. The Department of Recreational Sports reserves the right to determine the playability of the outdoor facilities. If the Department of Recreational Sports cancels the event for any reason, refunds will be made up to 100%. If a portion of the activity has taken place, refunds will be based on a prorated percentage of usage.

Signage & Decorations:

No signage or decorations including tape, glitter and or confetti are permitted without the prior approval of the Department of Recreational Sports.

Policy Exceptions:

Any exceptions to this policy require the approval of the Associate Director of Facilities.