



Department of Recreational Sports
Facility Reservation Request for
TAMU Departments and Private Groups

Section I: Contact Information

Person responsible for Request Date Submitted

Primary Phone Number Email

Cell Phone Department

REQUESTOR'S SIGNATURE

Address 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:

Three horizontal lines for event description.

Section III: Facility Request

Table with 4 columns: Day of Week, Date, Facility/Room Request, Time Request (beginning/ending). 6 rows.

- Three checkboxes: Approved as requested, Approved with noted changes, Request Declined. Each includes fields for Reservation #, Date Entered, and Entered By.

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. You will receive an invoice for the facility rental portion of your event within 10 days of the approved reservation. At the conclusion of your event you will receive a final invoice outlining rental fees and any additional charges.

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## 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 \_\_\_\_\_)

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## Facility and Room Options

Indoor Facility/Room	Cost/hour/day	Hours needed	Total cost
Rockwall	\$175/hour or \$18/per person		
Indoor Instructional Pool	\$100/hour (max \$1000/day)		
Indoor Diving Pool	\$150/hour (max \$1500/day)		
Indoor 50-meter Pool	\$62.50 per unit four units available \$250/hour = 4units (max \$2500/day)		
Room 255 (Conference Room)	\$20/hour (max \$200/day)		
Room 281 (Large Classroom)	\$35/hour (max \$350/day)		
Room 281 Balcony	\$20/hour (max \$200/day)		
Room 134 (Garden Room)	\$60/hour (max \$600/day)		
Room 243 (Archery Room)	\$110/hour (max \$1100/day)		
Indoor Courts (Basketball, Volleyball, Soccer, Badminton)	\$60/hour (max \$600/day)		
Racquetball/Squash Courts	\$30/hour (max \$300/day)		
Outdoor Facility/Room	Cost/hour/day	Hours Needed	Total Cost
Outdoor Basketball Courts	\$60/hour (max \$600/day)		
Outdoor Volleyball Courts	\$60/hour (max \$600/day)		
Penberthy Intramural Fields	\$34.50/field/hour (max \$345/day)		
Fields with lights	\$57.50/field/hour		
Outdoor Pavilion	\$45/hour (max \$450/day)		
Outdoor Pool	\$150/hour (\$1,500/day)		
Omar Smith Tennis Courts Courts 1-12 only	\$ 175 half day /\$300 per day		



# Event Planning Guidelines

## Pre-Event Planning

1. The event is approved for the time indicated on the reservation. The approved reservation must include time needed for decorating, catering, set-up, pre-event preparations, and post-event clean-up.
2. The organization will not be allowed in the reserved room during set-up.
3. The Department reserves the right to schedule other activities up to 30 minutes prior to your event.
4. Room 243 (Archery Room) seats a maximum of 448 people and room 134 (Garden Room) seats a maximum of 168 people. Any room that reaches maximum occupancy will have limited space available for food service, staging, and entertainment. Groups over 250 people will require additional Security at an additional cost to the customer.
5. A minimum of three weeks prior to your event, the event coordinator should schedule a meeting with Paula Opal (845-3076) to discuss the layout of the room. It is important that the room be set-up to showcase the activities you have planned.
6. An event crew will set up the room based upon the event coordinator; discussion with Paula Opal. If the organization decides to move equipment after the set-up, they will be responsible for any damages or injuries to people/property that occurs. This includes, but not limited to, broken microphone cords, sound system hookups, collapsed tables, floor gouges, etc.
7. It is important to communicate any unique set-ups/needs that may be required at least three weeks prior to your event. For example, inflatable games may require a dedicated circuit, dance groups may need specialized staging, ceiling decorations need a maintenance work crew, etc.

## Decorating/Miscellaneous Supplies and Equipment

1. Duct tape cannot be used on any floor or wall surface. It is recommended you use quick release tape, packing tape, or poster putty for securing decorations or cords.
2. Tape cannot be used on any walls that are papered or placed on artwork. In addition, tacks/nails cannot be used on the woodwork.
3. No signage or decorations including glitter and or confetti are permitted without the prior approval of the Department of Recreational Sports.
4. The Department does NOT supply extension cords, tape, power strips, plates, plastic utensils, pens, signage, or any other office supply. It is your responsibility to bring those items.

## Catering

1. Groups may select any caterer and are not limited to using only TAMU Dining Services.
2. A representative from your group must meet the caterer. The Department will not sign for any food deliveries or accept responsibility for missing food.
3. The caterer can utilize the loading dock for events in room 243 or the exterior gate for events in room 134. Please have the caterer call 845-7826 to arrange for doors/gates to be open.
4. It is the organization's responsibility to clearly communicate with the caterer that all food and serving dishes must be removed by the ending time indicated on the reservation form. Cleaning charges will be assessed if this is not done.
5. Refrigerators are not available for organizational use.

## Audio-Visual

1. Room 243 has a projection screen set-up for power point presentations and VCR tapes. It is the organization's responsibility to provide the laptop or computer hardware necessary for power point presentations. The computer must have a 15-point input port to connect the cables. It is suggested that the organization make arrangements to hook-up the computer system a minimum of one hour prior to the event. This allows time for the system to boot up.
2. The Department cannot be held responsible for equipment failure. If your event is dependent upon any specific piece of audio-visual equipment, it is suggested you rent a backup system.