



**Department of Recreational Sports Facilities
Reservation Request for Student Organizations**

Contact Information

TAMU Recognized Organization _____ SOFC Acct. # _____

Person responsible for Request _____ Date Submitted _____

Cell Phone Number _____ Email _____

Advisor's Name _____ Advisor Phone _____ Email _____

Event Information

Event Name _____

Type of Activity: _____

Approximate Number of People _____

Please provide a brief description and purpose of the event:

Facility Request: Prices for facilities can be found on the Rec website recsports.tamu.edu

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

SOFC Encumbrance # _____

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. After you receive the confirmation for the facility rental portion of your event the **SOFC approval to charge form** or the **Departmental Account number** if your Organization is departmental sponsored is due within the 10 days to secure the reservation. The Approval to Charge form is considered the deposit for the facility rental. All social events; tournaments, games, and lessons will have a charges for facility rental the room and equipment charges are located on the Rec website. [Recsports.tamu.edu](https://recsports.tamu.edu). any non- members will need to purchase a guest pass to recreate and or participate in recreational activities. At the conclusion of your event you will receive a final invoice outlining rental fees and any additional charges and it will be submitted for payment to the SOFC.

Please complete and turn in a copy of the following forms once you have the reservation confirmation from the Rec

SOFC Approval to Charge form <https://maroonlink.tamu.edu/>

Tax Exempt form (if your group is tax exempt please submit the tax exempt form)

I acknowledge that I have read and I am aware of the cancelation policy and rental cost associated with this reservation if they Are allocable.

REQUESTOR'S SIGNATURE _____

SOFC On-Campus Approval to Charge

Student Organization Name:																																
Account Number	Sub-Account	Date (mmddyyyy)																														
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SOFC Use Only
E-Doc #
Voucher #
Ticket #

Instructions

Step 1: Student Organization will turn in the completed, signed form to the SOFC based on the vendor's estimate.

Step 3: The Student Organization will keep a copy of this form and provide one to the vendor prior to purchase.

Step 2: The SOFC will put a hold on the estimated funds amount. *(If the event or purchase is cancelled, please notify the SOFC).*

Step 4: After the purchase / service the vendor will email invoice to sofc@stuct.tamu.edu or send to SOFC Mail Stop 1236.

Vendor Information

On-Campus Vendor Name:		
Recreational Sports	979-845-7826	Estimate Amount \$ <input style="width: 80%;" type="text"/>
Vendor Contact Name: Tawyna Elliott	Phone Number: (979) 862-1322	Email Address: telliott@rec.tamu.edu

Purchase Information

Description of Purchase:	Event Name:	Event Date:
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Statement of purpose and benefit to the organization:

*I certify that this money is to be used as outlined and **NO ALCOHOLIC BEVERAGES** are included in this purchase.*

To be completed by the SOFC

Student Organization Leader Signature	
Phone:	Date:
Faculty / Staff Advisor Signature	
Phone:	Date:
SOFC Signature(s) as needed	
Phone:	Date:

Date Encumbered:	
SOFC Account Balance:	
SOFC Cardholder Name:	
Date Completed:	
Object Code:	
Actual Charge:	
Re-Allocation Date:	
FAMIS Post Date:	
FAMIS Ref#:	
E# Release Date:	

Privacy Policy *State law requires that you be informed of the following (1) you are entitled to request to be informed about the information about yourself collected by the use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

SOFC Notes: