



## **External Client Sponsorship Request Process**

Recreational Sport (Rec Sports) provides external clients the opportunity to host events at our facilities through a formal sponsorship process. Prior to submitting a request for use of our space, the external client must secure sponsorship from a recognized Texas A&M student organization, a Texas A&M University academic or administrative unit, or from an A&M System member. The external client sponsorship request form must be completed and submitted to Rec Sports no less than fourteen (14) days prior to the event date. Complex events (conferences, large gatherings, significant security required, etc.) may require more notice.

Responsibilities and requirements for Sponsorship of external clients by the sponsoring organization or unit, requires a representative of the student organization or unit be in attendance at the event. Additionally, the sponsoring unit or group understands they assume responsibility for any unpaid costs or damages associated with the event.

Securing a sponsor does not guarantee the request will be approved by Rec Sports. Other factors to be considered are the availability of space, weather, and proximity to finals and holiday breaks. The Rec Sport's External Client Review Committee will review all requests within five (5) working days after the receipt and provide the requestor with a response. Complex events may require a longer review process.

Additional information may be required in the review process of your request.

\*All TAMU recognized student organizations can be found at the following website:

<https://stuaactonline.tamu.edu/app/organization>

\*Texas A&M System Affiliates may be located by visiting the Texas A&M System Website at:

<https://www.tamu.edu>



### Facility Reservation Request for External Groups with Sponsorship

This form must be submitted to Rec Sports prior to the event date.

Securing a sponsor does not guarantee that the request will be approved by Rec Sports.

The Rec Sports External Client Committee will respond to all requests within 5 working days after receipt.

#### External Client Contact Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Company: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Sponsor Contact Information:

Department/Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Role/Title: \_\_\_\_\_

Account Number: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Advisor Email: \_\_\_\_\_

Advisor's Phone Number: \_\_\_\_\_

#### Event Information:

Event Name \_\_\_\_\_ Event Activity \_\_\_\_\_ Date of Event \_\_\_\_\_

Approximate Number of People \_\_\_\_\_

Please give a detailed description of the event, including an explanation of the direct benefit to the University. You may attach additional pages to this form if necessary.

#### Facility Request

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

Please select all that apply:

- Food/Beverages will be served
- Donations accepted at event
- Media/Press Involved
- Tickets to be sold
- Merchandise to be sold
- Will minors attend the event?
- Will a Rec Center Facility Tour be needed? (Time \_\_\_\_\_)
- Will Alcohol be served? (Tamu vendor required)

I understand that additional information may be needed, and that this request may not be approved by the Rec Sports External Client Review Committee

I affirm that my recognized Texas A&M student organization, a Texas A&M University academic or administrative unit, or an A&M System member or affiliate approves this request. I understand that my sponsorship requires that a representative from my student organization, department, or Texas A&M System be in attendance at the event **unless Rec Sports agrees that attendance is not required**. Additionally, I understand that any unpaid costs associated with this event will become the responsibility of my student organization or department and a account number or an Approval to Charge from the SOFC are required to secure payment if the group defaults in payment for the event. The reputation of the sponsoring Dept. /Organization as well as the University's will be represented by the actions of the group sponsored while on campus.

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Sponsoring Student Organization, \_\_\_\_\_ Date \_\_\_\_\_  
University Department, or Texas A&M System affiliate

Signature of Advisor \_\_\_\_\_ Date \_\_\_\_\_

#### Staff Use Only:

Rec Sports External Client Review Committee:

Approved  Denied

Rec Sports Associate Director Facilities Signature \_\_\_\_\_ Date \_\_\_\_\_

Reservation # _____
Date Entered _____
Entered By _____
Reservation Scanned _____

Rec Sports Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President Student Affairs Signature \_\_\_\_\_ Date \_\_\_\_\_

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. Facility Deposit is due within 10 days of securing your reservation to hold the room for your event and should be paid from the confirmation received. *You will receive a preview invoice for any remaining facility rental and equipment charges the week of your event with the remaining balance and it must be paid 48 hours prior to the event or the event will be canceled. After your event you will receive a final invoice outlining rental fees and any additional charges if anywhere incurred.*

## External Group Worksheet

### Facility and Room Options

Facility/Room	Cost/hour/day	Hours needed	Total cost
<b>Rec Center</b>			
<b>Social/Meeting/Activity Spaces</b>			
<b>1130</b> (Multipurpose/Banquet Room) 3453 sq. ft. Seats up to 200	\$70hr/\$700 day		
<b>1132</b> (Meeting Room) 1,508sq ft. Seats up to 80	\$50hr/\$500 day		
<b>134</b> (Activity/Mat/Boot Room) 2288sq ft.	\$50hr/\$500 day		
<b>2221</b> (Activity/Banquet Room) 1933 sq. ft. Seats up to 100	\$50hr/\$500 day		
<b>2225</b> (Activity/Banquet Room) 1920 sq. ft. Seats up to 100	\$50hr/\$500 day		
<b>2229 A</b> (Multipurpose/Banquet Room) 2956 sq. ft. Seats up to 150	\$70hr/\$700 day		
<b>2229 B</b> (Multipurpose/Banquet Room) 2956 sq. ft. Seats up to 150	\$70hr/\$700 day		
<b>2229A/2229B</b> Combo (Multipurpose/Banquet Room) 5912sq. ft. Seats up to 300	\$140hr/\$1400 day		
<b>243</b> (Multipurpose/Banquet Room) 8688sq ft. Seats up to 500	\$130hr/\$1300 day		
<b>Terrace</b> (2 <sup>nd</sup> floor Outdoor banquet) 15,000 sq. ft. (Kyle Field Side)	\$300hr/\$3000 day \$4000 day (Football Game Day includes room 243 for 4hr event)		
<b>281</b> (Large Classroom) 1476 sq. ft. Seats up to 100	\$50hr/\$500 day		
<b>281 Balcony</b> 1495 sq. ft.	\$40hr/\$400 day		
<b>301, 303, 304</b> (Activity/Fitness Room) 1986 sq. ft.	\$50hr/\$500day		
<b>Outdoor Pavilion</b> 4000 sq. ft.	\$60hr/\$600day +staff		
<b>Rec Court/Sports Activities</b>			
<b>Indoor Courts</b> (Basketball, Volleyball, Soccer, Badminton)	\$70hr/\$700day		
<b>Racquetball/Squash Courts</b>	\$20hr/\$200 day		
<b>Outdoor Basketball Courts</b>	\$70hr/\$700day		
<b>Outdoor Sand Volleyball Courts</b>	\$70hr/\$700day		
<b>Indoor Climbing Facilities</b>			
<b>Rockwall</b>	\$175/hour or \$18/per person- 2.5hr (5-24 participants)		
<b>Bouldering Wall</b>	\$100hr/1000 day		
<b>REC Water Activities</b>			

<b>Outdoor Leisure Pool</b>	\$150hr/\$1500 day		
<b>Lap Pool</b>	\$150hr/\$1500 day		
<b>Instructional Pool</b>	\$100hr/\$1000 day		
<b>Diving Pool</b>	\$175hr/\$1750 day <b>Competition Rate</b> \$200hr/\$2000 day		
<b>50-meter Pool</b>	\$68.75 per unit four units available \$275/hour = 4units (\$2750/day) <b>Competition Rate</b> \$300hr/\$3000 day		
<b>Penberthy Intramural Complex</b>			
<b>Penberthy Intramural Fields</b>	\$100hr/\$1000 day		
<b>Penberthy Meeting Room</b>	\$40hr/\$400 day		
<b>Penberthy Pavilion</b>	\$60hr/\$600 day		
<b>Omar Smith Tennis Complex</b>			
<b>Omar Smith Tennis Complex 1-18 cts</b> Row of 6 cts	\$225/half day rental \$375 day rental \$75 half/\$125 day per Row of 6cts		
<b>PEAP Building</b>			
PEAP Indoor Courts (4 Basketball, 6Volleyball, 12Badminton)	\$50hr/\$500day per court		
PEAP Classroom	\$25hr/\$250day		
PEAP multipurpose room	\$50hr/\$500day		

**\*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	\$8.00 each		
Rectangle Tables	\$8.00 each		
High Top Tables	\$8.00 each		
Standard Tablecloths Polyester Variety of colors and prints available	\$14.00 each		
Premium Tablecloths Variety of colors and prints available	\$25.00 each		
Tables Skirts	\$14.00 each		
Chairs	\$1.50 each		
Stage (6' x 8' section)	\$35.00/section (10 sections)		
Podium	\$35.00		
Microphone	\$25.00 with stand or cordless		
Sound System	\$50.00		
Projection Screen w/out laptop	\$50.00		
Portable Bleachers (max 8)	\$25.00/section		
BBQ Grill	\$75.00		

## 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	Price per Hour	# of Hours	Total Cost
Facility Supervisor	\$16.00/hour		
Event On-Site Coordinator	\$14.00/hour		
Event Staff	\$14.00/hour		
Field Supervisor	\$16.00/hour		
Custodial	\$27.00/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	\$68.00/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](mailto: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.

### Cancellation Policy

1. 100% room rental refund: a written request to cancel must be received a minimum of 31 days or more prior to the event date. For heavy usage weekends, such as TAMU Football games, Family Weekend and graduation 60days or more is required.
2. 50% room rental refund: a written request to cancel must be received a minimum of 15-30 days prior to the event date.
3. There will be no refunds issued for events cancelled 14days or less prior to the event date. Exception: If there is a situation in which the University requires the Student Recreation Center to close due to a national/state/county emergency 100% of the rental rate will be refunded. However, the Department of Recreational Sports nor Texas A&M University will not be liable for any other cost incurred by the group 8/29/18 TME