



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://stuactonline.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

Will a Rec Center Facility Tour be needed? (Time _____)

event?

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

REC Water Activities			
Outdoor Leisure Pool	\$150hr/\$1500 day		
Lap Pool	\$150hr/\$1500 day		
Instructional Pool	\$100hr/\$1000 day		
Diving Pool	\$175hr/\$1750 day Competition Rate \$200hr/\$2000 day		
50-meter Pool	\$68.75 per unit four units available \$275/hour = 4units (\$2750/day) Competition Rate \$300hr/\$3000 day		
Penberthy Intramural Complex			
Penberthy Intramural Fields	\$100hr/\$1000 day		
Penberthy Meeting Room	\$40hr/\$400 day		
Penberthy Pavilion	\$60hr/\$600 day		
Omar Smith Tennis Complex			
Omar Smith Tennis Complex 1-18 cts Row of 6 cts	\$225/half day rental \$375 day rental \$75 half/\$125 day per Row of 6 cts		
PEAP Indoor Courts (4 Basketball, 6 Volleyball, 12 Badminton)	\$50hr/\$500 day per court		
PEAP Classroom	\$25hr/\$250 day		
PEAP multipurpose room	\$50hr/\$500 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		
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 (max8)	\$25.00/section		
Folding Chairs	\$1.50 each		
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	\$60.00/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.

- 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.
- 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.
- 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.
- Security may be required for dances and other large events, especially if they are open to the public.
- 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

- 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.
- Tape, nails and thumb tacks cannot be used on any wood trim, art work, walls with wall paper and windows with a vinyl covering.
- Glitter and confetti is **NOT** allowed anywhere in the facility.
- The group must supply their own extension cords, power strips, office supplies, disposable dishes/utensils, etc.
- 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.
- 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.
- 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

- 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.
- 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.
- Laptops are **NOT** provided by the Department of Recreational Sports.
- 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

- 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 60 days or more is required.
- 50% room rental refund: a written request to cancel must be received a minimum of 15-30 days prior to the event date.
- There will be no refunds issued for events cancelled 14 days 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.