



Department of Recreational Sports Facilities
Reservation Request for TAMU Departments

Section I: Contact Information

Department responsible for Request _____

Person responsible for Request _____ Date Submitted _____

Primary Phone Number _____ Cell Phone _____

Email _____

REQUESTOR'S SIGNATURE _____

Mail Stop _____ City _____ Zip _____

Accounting Contact _____ Phone Number _____

Accounting Contact Email _____ Departmental Acct # _____

Section II: Event Information

Event Name _____ Date of Event _____

Type of Activity: _____ Approximate Number of People _____

Please provide a brief description and purpose of the event:

Section III: Facility Request

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

☐ University Account # for this event# _____

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. The Departmental Account number will secure the reservation as the deposit. *You will receive a pre invoice for the facility rental and equipment portion of your event after the event within 5 days of the preview invoice review it for accuracy. After the preview invoice time frame you will receive a final invoice outlining rental fees and it will be submitted to the Financial Management office for payment based on the account number submitted for the event.*

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 _____)	

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	\$55hr/\$550 day		
1132 (Meeting Room) 1,508sq ft. Seats up to 80	\$40hr/\$400 day		
134 (Activity/Mat/Boot Room) 2288sq ft.	\$40hr/\$400 day		
2221 (Activity/Banquet Room) 1933 sq. ft. Seats up to 100	\$40hr/\$400 day		
2225 (Activity/Banquet Room) 1920 sq. ft. Seats up to 100	\$40hr/\$400 day		
2229 A (Multipurpose/Banquet Room) 2956 sq. ft. Seats up to 150	\$55hr/\$550 day		
2229 B (Multipurpose/Banquet Room) 2956 sq. ft. Seats up to 150	\$55hr/\$550 day		
2229A/2229B Combo (Multipurpose/Banquet Room) 5912sq. ft. Seats up to 300	\$110hr/\$1100 day		
243 (Multipurpose/Banquet Room) 8688sq ft. Seats up to 500	\$100hr/\$1000 day		
Terrace ALL (2 nd floor Outdoor banquet) 15,000 sq. ft. (Kyle Field Side)	\$200hr/\$2000 day \$4000 day (Football Game Day includes room 243 for 4hr event)		
Terrace Section A or B Section A includes the Kitchen area BBQ pit is an additional cost if needed Section B is farthest from Kyle field Approx. 7,500 sq. ft. each	\$100hr/\$1000 day (non-game days)		
Plaza (Outdoor sidewalk area in Front of the Rec)	Approval from Assoc. Director of Facilities or Rec Marketing Department required		
255 (Conference Room) 725 sq. ft.	\$35hr/\$350 day		
281 (Large Classroom) 1476 sq. ft. Seats up to 100	\$40hr/\$400 day		
281 Balcony 1495 sq. ft.	\$30hr/\$300 day		
301, 303, 304 (Activity/Fitness Room) 1986 sq. ft.	\$40hr/\$400day		
Outdoor Pavilion (by Cain outdoor pool) 4000 sq. ft.	\$45hr/\$450day +staff		
Rec Court/Sports Activities			
Indoor Courts (Basketball, Volleyball, Soccer, Badminton) (1-4)(5-6)(7-10)	\$55hr/\$550day		
Racquetball/Squash Courts (1-14)	\$15hr/\$150 day		
Outdoor Basketball Courts (1-2)	\$55hr/\$550 day		
Outdoor Sand Volleyball Courts (1-4)	\$55hr/\$550 day		

Indoor Climbing Facilities			
Rockwall	\$150/hour +staff or \$15/per person- 2.5hr (5-24 participants)		
Bouldering Wall	\$75hr/750 day		
REC Water Activities			
Outdoor Leisure Pool	\$115hr/\$1150 day		
Lap Pool	\$115hr/\$1150 day		
Instructional Pool	\$75hr/\$750 day		
Diving Pool	\$135hr/\$1350 day Competition Rate \$200hr/\$2000 day		
50-meter Pool	\$68.75 per unit four units available \$250/hour = 4units (\$2500/day) Competition Rate \$300hr/\$3000 day		
Penberthy Intramural Complex			
Penberthy Intramural Fields	\$75hr/\$750 day per field		
Penberthy Meeting Room	\$30hr/\$300 day		
Penberthy Pavilion	\$45hr/\$450 day		
Omar Smith Tennis Complex			
Omar Smith Tennis Courts 1-12 cts Row of 6 cts	\$60 half/\$95 day per Row of 6cts		
PEAP Building			
PEAP Indoor Courts (4 Basketball, 6Volleyball, 12Badminton)	\$40hr/\$400day per court		
PEAP Classroom	\$20hr/\$200day		
PEAP multipurpose room	\$40hr/\$400day		

***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 (max 8)	\$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	Quantity	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		
Medic		\$18.00/hour		
Custodial		\$27.00/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.

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.