



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

Section I: Contact Information

TAMU Recognized Organization _____ SOFC Acct. # _____
Person responsible for Request _____ Date Submitted _____
Primary Phone Number _____ Email _____
Advisor's Name _____ Advisor Phone _____ Email _____
REQUESTOR'S SIGNATURE _____

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 _____
 Reservation Scanned

Approved with noted changes
Reservation # _____
Date Entered _____
Entered By _____
 SOFC Encumbrance # _____

Request Declined

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. Any non-members will need to purchase a guest pass to recreate and or participate in 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)

Section IV: Event Details

To plan your event use Maroon Link to make sure you have followed all Student Activity requirements. The following questions have steps to accomplish prior to events for all Student held functions. <https://maroonlink.tamu.edu/>

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| <ul style="list-style-type: none"> • Will food be served at the event? Yes No • If yes, do you have a food distribution form? Yes No • If you are using a caterer please use Yes No • Will fees be collected, flyers distributed, or donations taken for this event? Yes No • If yes, do you have a concession permit from Student Activities? Yes No • Have you completed a pre- event planning form from Student Activities? Yes No • 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 (Time _____) |
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Facility and Room Options

Facility/Room	Cost/hour/day	Hours needed	Total cost
Rec Center			
Social/Meeting/Activity Spaces			
1130 (Multi purpose/Banquet Room) 3453 sq. ft. Seats up to 200	\$40hr/\$400 day		
1132 (Meeting Room) 1,508sq ft. Seats up to 80	\$25hr/\$250 day		
134 (Activity/Mat/Boot Room) 2288sq ft.	\$25hr/\$250 day		
2221 (Activity/Banquet Room) 1933 sq. ft. Seats up to 100	\$25hr/\$250 day		
2225 (Activity/Banquet Room) 1920 sq. ft. Seats up to 100	\$25hr/\$250 day		
2229 A (Multi purpose/Banquet Room) 2956 sq. ft. Seats up to 150	\$40hr/\$400 day		
2229 B (Multi purpose/Banquet Room) 2956 sq. ft. Seats up to 150	\$40hr/\$400 day		
2229A/2229B Combo (Multi purpose/Banquet Room) 5912sq. ft. Seats up to 300	\$80hr/\$800 day		
243 (Multi purpose/Banquet Room) 8688sq ft. Seats up to 500	\$70hr/\$700 day		
Terrace All (Outdoor banquet) 15,000 sq. ft. (Kyle Field Side)	\$150hr/\$1500 day \$4000 day (Football Game Day includes room 243 for 4hr event)		
281 (Large Classroom) 1476 sq. ft. Seats up to 100	\$20hr/\$200 day		
281 Balcony 1495 sq. ft.	\$15hr/\$150 day		
301, 303, 304 (Activity/Fitness Room) 1986 sq. ft.	\$20hr/\$200day		
Outdoor Pavilion 4000 sq. ft.	\$20hr/\$200day +staff		
Rec Court/Sports Activities			
Indoor Courts (Basketball, Volleyball, Soccer, Badminton)	\$35hr/\$350day		
Racquetball/Squash Courts	\$10hr/\$100 day		
Outdoor Basketball Courts	\$35hr/\$350 day		
Outdoor Sand Volleyball Courts	\$35hr/\$350 day		
Indoor Climbing Facility			
Rockwall	\$125/hour +staff or \$15/per person- 2.5hr (5-24 participants)		
Bouldering Wall	\$50hr/500 day		

REC Water Activities			
Outdoor Leisure Pool	\$75hr/\$750 day		
Lap Pool	\$75hr/\$750 day		
Instructional Pool	\$50hr/\$500 day		
Diving Pool	\$90hr/\$900 day Competition Rate \$200hr/\$2000 day		
50-meter Pool	\$68.75 per unit four units available \$200/hour = 4units (\$2000/day) Competition Rate \$300hr/\$3000 day		
Penberthy Intramural Complex			
Penberthy Intramural Fields	\$50hr/\$500 day per field		
Penberthy Meeting Room	\$20hr/\$200 day		
Penberthy Pavilion	\$30hr/\$300 day		
Omar Smith Tennis Complex			
Omar Smith Tennis Complex 1-18 cts Row of 6 cts	\$120/half day rental \$195 day rental \$40 half/\$65 day per Row of 6 cts		
PEAP Building			
PEAP Indoor Courts (4 Basketball, 6 Volleyball, 12 Badminton)	\$25hr/\$250 day per court		
PEAP Classroom	\$15hr/\$150 day		
PEAP multipurpose room	\$20hr/\$200 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 (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 (requirements may apply)	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		
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 cancelation 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.

Cancelation 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. 12/21/17 TME

SOFC On-Campus Approval to Charge

Student Organization Name: _____

SOFC Use Only

E-Doc # _____

Account Number

Sub-Account

Date (mmddyyyy)

Voucher # _____

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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 \$

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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:

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

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Phone:

Date:

Faculty / Staff Advisor Signature

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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: