



**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

Approved with noted changes

Request Declined

Reservation # _____

Reservation # _____

Date Entered _____

Date Entered _____

Entered By _____

Entered By _____

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 (Multi purpose/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 (Multi purpose/Banquet Room) 2956 sq. ft. Seats up to 150 | \$55hr/\$550 day | | |
| 2229 B (Multi purpose/Banquet Room) 2956 sq. ft. Seats up to 150 | \$55hr/\$550 day | | |
| 2229A/2229B Combo (Multi purpose/Banquet Room) 5912sq. ft. Seats up to 300 | \$110hr/\$1100 day | | |
| 243 (Multi purpose/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 (<i>Football Game Day includes room 243 for 4hr event</i>) | | |
| 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 Complex 1-18 cts Row of 6 cts | \$180/half day rental \$285 day rental \$60 half/\$95 day per Row of 6 cts | | |
| PEAP Building | | | |
| PEAP Indoor Courts (4 Basketball, 6 Volleyball, 12 Badminton) | \$40hr/\$400 day per court | | |
| PEAP Classroom | \$20hr/\$200 day | | |
| PEAP multipurpose room | \$40hr/\$400 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 | | |
| Table 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.

- 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.