



**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       Approved with noted changes       Request Declined  
 Reservation # \_\_\_\_\_      Reservation # \_\_\_\_\_  
 Date Entered \_\_\_\_\_      Date Entered \_\_\_\_\_  
 Entered By \_\_\_\_\_      Entered By \_\_\_\_\_  
 Reservation Scanned       SOFC Encumbrance # \_\_\_\_\_

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/>

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Will food be served at the event? <span style="float: right;">Yes No</span></li> <li>• If yes, do you have a food distribution form?</li> <li>• Are you are using a caterer? If so name of caterer _____</li> <li>• Will fees be collected, flyers distributed, or donations taken for this event? <span style="float: right;">Yes No</span></li> <li>• If yes, do you have a concession permit from Student Activities?</li> <li>• Have you completed the maroon link event planning online required by Student Activities? <span style="float: right;">Yes No</span></li> <li>• Will minors attend the event? <span style="float: right;">Yes No</span></li> <li>• Will signage be used for the event (all signage must be approved by Rec Sports)? <span style="float: right;">Yes No</span></li> <li>• Will a Rec Center Facility Tour be needed? <span style="float: right;">Yes (Time _____)</span></li> </ul> |
|---|

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

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

**\*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	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		\$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.

- 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 60days 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 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.

# SOFC On-Campus Approval to Charge

Student Organization Name: \_\_\_\_\_

Account Number	Sub-Account	Date (mmddyyyy)

SOFC Use Only	
E-Doc #	
Voucher #	
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](mailto:sofc@stuct.tamu.edu) or send to SOFC Mail Stop 1236.

## Vendor Information

On-Campus Vendor Name: **Recreational Sports**      Phone Number: **979-845-7826**      Estimate Amount: \$

Vendor Contact Name: **Tawyna Elliott**      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	
Phone:	Date:
Faculty / Staff Advisor Signature	
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: