



# FACILITY USE REQUEST FORM

**Complete and submit this form to the Campus Activities Office at least 5 working days prior to the event.**

**Late forms may result in cancellation of your event.**

**A visitor's parking pass is required Monday through Friday, 8 a.m. - 5 p.m.**

**Parking passes are available in the UDPS office, Briscoe Administration Building, Room 100.**

**Do not advertise your activity until you have received confirmation from Campus Activities.**

EVENT:		SPONSORING ORGANIZATION:					
Building & Room	Event Date(s) MM/DD/YYYY	YOUR Set-up Time	Event Time Start      End H:MM xm		YOUR Clean-Up Time	Estimated Attendance	Alcohol Requested?

Use this space to indicate requests for equipment and/or special arrangements. All requests are subject to use or labor costs.

Would you like this activity to appear on the SRSU Web Calendar?  Yes  No  
If you'd like more information on the calendar than appears on this form, please attach a brief description. Information may be edited due to space requirements.

Will you need food items or catering?  Yes  No  
ARAMARK has the right of first refusal for food on campus. Call them at 432-837-8670.

Will this request cause handicap parking or route to be blocked?  Yes  No  
If yes, attach provision for alternate parking or route

By my signature or submission of this form electronically, I agree to abide by the requirements of Sul Ross State University regarding the use of University property and facilities and I am responsible for ensuring payment of facility charges will be met within the guidelines set out in the Schedule for Facility Charges, as well as other charges which may apply.

<b>Signature of Person filing request</b>	<b>Printed Name</b>	<b>Mailing Address</b>
<b>Email Address</b>	<b>Telephone</b>	<b>Fax</b>
<b>Authorizing Signature (if different from above)</b>	<b>Printed Name</b>	<b>Mailing Address</b>
<b>Email Address</b>	<b>Telephone</b>	<b>Fax</b>

FOR OFFICE USE ONLY					
Campus Activities by:		Date:	HVAC Approved:		Date:
Facility Manager:		Date:	Facility Manager:		Date:
Facility Manager:		Date:	Facility Manager:		Date:

Copied to: Facility Manager \_\_\_\_\_ Physical Plant: \_\_\_\_\_ UDPS \_\_\_\_\_ Aramark \_\_\_\_\_ Reserving Party \_\_\_\_\_ Other \_\_\_\_\_

**SRSU Facility Fee Schedule - Effective 1 September 2002**

<b>ROOM/FACILITY</b>	<b>CATEGORY I (Non-Profit)</b>	<b>CATEGORY II (Commercial/Individual)</b>
<b>MEETING ROOMS</b>		
Standard class rooms	\$0	\$50
LH 300, LH 309, RAS 117, and special use class rooms	\$0	\$100
<b>ARENA - Grooming \$25/hour</b>		
SALE Arena + arena grooming	\$150	\$500
Outdoor Arena + arena grooming	\$0	\$150
<b>CENTENNIAL SCHOOL</b>		
Conference room (103)	\$50	\$100
Classroom (107)	\$0	\$50
<b>GALLEGO CENTER</b>		
Gallego Center Gym	\$500 without; \$1,200 with flooring	\$1,000 without; \$2,400 with flooring
Concourse	\$150	\$300
129	\$50	\$100
Green Room	\$0	\$50
<b>KOKERNOT LODGE</b>	\$100	\$250
<b>OUTDOOR AREAS</b>		
Poets Grove	\$100	\$200
Mall Area	Half \$150; entire \$250	half \$300; entire \$500
Sand Volleyball Court	\$0	\$50
<b>RECREATION AREAS</b>		
Graves Pierce Gym**	\$200	\$400
Jackson Field	\$350 day use/ \$750 night use	\$700 day use/\$1,500 night use
Kokernot Field	\$250 day use/ \$500 night use	\$500 day use/\$1,000 night use
Swimming Pool	\$30 per hour	\$75 per hour
Tennis Courts	\$75	\$150
Track/Track Field	\$150	\$300
<b>THEATRE/AUDITORIUM</b>		
Kokernot Outdoor Theatre	\$100	\$200
Marshall Auditorium	\$200	\$400
Studio Theatre	\$100	\$200
<b>UNIVERSITY CENTER</b>		
210, C, D, Exec. Conf.	\$50	\$100
Espino Conference Center - A, B, or CD	\$75	\$150
Espino Conference Center - A, B, C, and D	\$225	\$450
Game Room**	\$100	\$200

\*\* Fee provides access during normal operating hours. The facility/building will **not** be closed to SRSU students during this time.

**PROCEDURAL GUIDELINES** - Facility Use Request forms may be obtained from the Campus Activities Office, Room 108 in the University Center, Monday through Friday from 8 am to 5 pm. Telephone reservations are not accepted; however the availability of a specific facility may be checked by phone and a tentative hold placed on the facility. **Tentative holds must be confirmed with a completed Facility Use Request form and deposit, if applicable.** The reservation request form **must** be submitted for approval at least five (5) working days prior to the event. A copy of the request will be returned to the organization as confirmation, with appropriate signatures. Facility Use requests may be approved up to 24 months in advance for an on-campus organization or department, and up to 12 months in advance for an off-campus group. Requests will not be approved earlier than stated unless special arrangements have been made with the Campus Activities Office.

**CANCELLATION** - Cancellation of a reserved facility must be made at least seven (7) business days prior to the event to avoid cancellation charges.

**KEYS** - If appropriate, the key to the facility reserved may be picked up the day of the event, or Friday for weekend use, in the Campus Activities Office. **Calls are not made as reminders to pick up the key.** The key must be returned the first working day following the scheduled event.

**SPECIAL REQUESTS** - Special requests or questions regarding the use of University facilities may be discussed with the Campus Activities staff.

**ACCESSIBLE PARKING** - Handicap accessible parking on the SRSU campus shall be in accordance with the Department of Justice guidelines pursuant to the ADAAG (Appendix A to 34 CFR Part 36) requirements. Refer to the Administrative Policy Manual on Facilities Use, the University Department of Public Safety website, or the Student Handbook.

**RESPONSIBILITIES** - The reserving party is responsible for the behavior of members and guests. At the end of the scheduled event, the facility must be left neat and in the condition in which it was found. The reserving party is responsible for adherence to University policy regarding facilities use. Any damage must be reported to the Campus Activities Office as soon as possible. Any accident or damage which compromises the security of the facility must be reported to the University Department of Public Safety immediately. Any facility, or portion of a facility, not reserved by the organization is not to be disturbed or utilized.

**SET-UP, CLEAN-UP** - The organization is responsible for setting and cleaning up for an event. Any facility needing non-routine cleaning will result in a charge to the sponsoring organization.