



Sul Ross State University
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

FACILITY USE REQUEST FORM

Event # _____

Return Completed Form to:

SRSU Campus Activities
P. O. Box C-190
University Center Room 108
Alpine, TX 79832
432-837-8191 - Voice
432-837-8192 - Fax
cramon2@sulross.edu

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 H:MM xm	Event Time End	YOUR Clean-Up Time	Estimated Attendance	Alcohol Requested?
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

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.

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

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 _____

Appendix A: Room Rates

ROOM/FACILITY	CATEGORY I	CATEGORY II
MEETING ROOMS		
Standard class rooms	\$0	\$50
LH 300, LH 309, RAS 117, and special use class rooms	\$50	\$100
ARENA - Grooming \$25/hour		
SALE Arena + arena grooming	\$200	\$500
Outdoor Arena + arena grooming	\$0	\$150
CENTENNIAL SCHOOL		
Conference room (103)	\$50	\$100
Classroom (107)	\$50	\$100
GALLEGO CENTER		
Gallego Center Gym	\$500 without, \$1,200 w/ flooring	\$1,000 without, \$2,400 w/ flooring
Concourse	\$150	\$300
129 (Fishbowl)	\$100	\$200
KOKERNOT LODGE	\$150	\$250
OUTDOOR AREAS		
Poets Grove	\$100	\$200
Mall Area	Half \$150; entire \$250	half \$300; entire \$500
Sand Volleyball Court	\$0	\$50
Verk Ampitheatre	\$100	\$200
RECREATION		
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 (+ lifeguard fee)	\$75 per hour (+lifeguard fee)
Tennis Courts	\$75	\$150
Track/Track Field	\$150	\$300
Recreational Field*	\$300 day use/\$600 night use	\$600 day use/\$1200 night use
THEATRE/AUDITORIUM		
Kokernot Outdoor Theatre	\$100	\$200
Marshall Auditorium	\$300	\$500
UNIVERSITY CENTER		
210, C, D, or Exec. Conf. Rm.	\$100	\$150
Espino Conference Center		
A, B, or CD	\$150	\$200
A, B, C, and D	\$300	\$500
Game Room*	\$100	\$200

* Graves-Pierce Gym, the UC Game Room, and the Recreational Field are for access only during normal operating hours. The buildings or fields will not be closed to SRSU students during this time.