



Sul Ross State University

A Member of the Texas State University System

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
campusactivities@sulross.edu

University Center Facilities Use Addendum (Page 1 of 2)

If your event involves multiple spaces and custom set-ups it is advised that you meet with **Campus Activities** to develop custom set-up diagrams for your event.

Contact Information

Contact person should be knowledgeable about this event and able to make decisions regarding set-up requirements. Please print clearly.

Event Name _____ Event Date _____
Contact Person _____ Contact Ph# _____ Contact Email _____

Part A (Room U.C. 202) seats 12 at the table with 6 additional chairs available in the room

- Media Cart (computer with internet)
- Conference Phone
- Dry Erase Board and Markers
- Serving Table (usually required when refreshments or meals are served)
- Easels (used to hold presentation materials) Quantity _____

Part B (Room U.C. 210) this room comes set-up in a u-shaped conference style with 20 to 30 chairs

- Media Cart (computer with internet)
- Dry Erase Board and Markers
- Lectern
- Easels (used to hold presentation materials) Quantity _____

Part C (U.C. Espino Conference Center)

- Espino Conference Center A B C D A&B B&C/D Entire Conference Center
- Media Cart (computer with internet)
- Wireless Remote for Power Point
- Dry Erase Board and Markers
- Lectern
- Stage Sections (4'x8', 6 inches high) Quantity _____
- Display Boards (12 sets available) Quantity _____
- Easels (used to hold presentation materials) Quantity _____
- Sound System
 - Wireless Microphone
 - Wireless Lapel Microphone
 - Sound for Laptop or Portable Music Device Connection Type if Known _____

Seating Styles

Theater Style: Chairs facing forward without tables, max. capacity for ABCD is 275 chairs
Seating Capacity Required _____

Classroom Style: Rectangular tables with chairs facing forward, max. number of chairs per table is 3.
Tables Required _____ Chairs Per Table _____

Banquet Style: Round tables with chairs on all sides, max. capacity for ABCD is 240 in banquet style.
Note! Maximum capacity leaves little to no room for additional items or tables in the room.
Seating Capacity Required _____ Number of Chairs Per Table (max. 8) _____

Number of Head Tables _____ Chairs Per Head Table _____

University Center Facilities Use Addendum (Page 2 of 2)

Food and Catering

Aramark Food Services provides catering for all on-campus events. They have the right of first refusal and must sign-off on any use of outside catering. Aramark can be reached at (432) 837-8670.

Please discuss catering set-up needs with your food service provider.

Number of Buffet Lines _____

Location _____

Number of Refreshment Tables inside Conference Center _____

Location _____

Additional Table Requests

Quantity _____ Location _____

Table Cloths

Table cloths may be requested for the set-up through ARAMARK. If catering is not a part of the request, there will be a charge for linens.

Additional Information

Note!

More detailed information and set-up diagrams are available on the Sul Ross website. Search Facilities Use and Reservations or the Morgan University Center. <http://www.sulross.edu>