



TEXAS SOUTHERN UNIVERSITY
Division of Student Services
Campus Recreation

RESERVATION REQUEST

Reservation # _____

Completion of application does not guarantee privileges will be granted. All rental requests are considered on an individual basis and require a minimum of two week's advance notice. Large events may require additional building security, staff, and custodial service at an additional cost. Any facility damage or excessive cleaning incurred after an event will be charged to the rental organization. All rentals must assist our staff in maintaining a safe, clean, and positive environment as well as cooperate with staff and adhere to university guidelines.

Date: _____ ◇ On Campus Rental Group ◇ Off Campus Rental Group

Name: _____ Phone: _____

Address: _____ Email: _____

Registered Student Organization Name: _____

Is your event registered with the office of Event Services? _____

Position in RSO: _____ Advisor: _____

Advisor Phone: _____ Advisor Email: _____

Event Name: _____ Start Date: _____ End Date: _____

Start Time: _____ End Time: _____ Event Occurs (circle one): *Monthly Weekly One Time Other*

Day (s) of the week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Set up time required? Yes _____ No _____ If so, indicate time: _____ to _____

Tear down Yes _____ No _____ Indicate time: _____ to _____

Description of event:

Attendance expected: _____ Number of Non-University participants: _____ Age range: _____



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Area Requested:

Gymnasium:

- Full Court
- Court 1
- Court 2
- Court 3

Aquatics

- *Pool **Unavailable**

Studios

- Fitness Studio
- Auxiliary Room

Meeting Areas

- Conference Room 212
- 2nd floor lobby
- *Tiger Serenity **Unavailable**

Equipment Requested:

Chairs # _____ Tables # _____ Sporting Equipment _____

List Requested equipment _____

***These areas are unavailable for individual reservation but are available for collaboration opportunities. More information will be required, and additional fees may apply.**

Reservation Guidelines

Reservation Policies/Procedures:

- Reservation forms can be picked up at the Student Recreation Center's information desk
- Requests for facility reservations must be made at least **two weeks** prior to event.
- All requestors will receive a confirmation via email whether request has been approved or denied
- Drop-In reservations are subject to availability
- **Complete the reservation form in its entirety.** Failure to do this will prolong the process.
- Recreation programs are given priority for reservations.
- Requests are handled in date-received order.
- Students making reservations must have a **valid** TSU identification, be enrolled in classes, and an active membership with the center at time of request.
- The maximum number of courts that can be reserved during open recreation is **two** (at the discretion of CampusRec).
- **Check-in:** Reservation holders will check-in with their assigned hospitality assistant who will sign in and sign out all participants at the information desk upon arrival. All participants must present their active ID.
- All reservations will end 10 minutes prior to scheduled end time and you are responsible exiting the area.
- **Music:** You are strictly prohibited to use the Student Recreation Center's stereo systems. Unless you have an exclusive rental,
- **Conduct:** Grounds for immediate revocation of reservation privileges include:
 - Failure to follow any conditions of use mentioned above.
 - Assisting ineligible users in gaining access to the facility.
 - Failure to return the reserved space to its original state or intentional damage to property.

 - Failure to comply with staff requests.
- The office of Campus Recreation reserves the right to make changes in all policies and reservations without prior notice.

Charges:

- Charges: All rental fees must be paid within **seven** days prior to event, or the reservation will be cancelled without notice.
 - Registered Students and Student Organizations are allowed free of charge rentals during facility hours. Any requests in addition to the free reservations will follow the published facility fee rate chart.
- **After Hours Charges:** In addition to the rental and event operation fees, any group that schedules an event outside the facility's regular operating hours must pay the personnel costs incurred in keeping the facility open beyond its posted hours. These fees must be paid within **seven** days prior to event, or the reservation will be cancelled without notice.

Cancellation Policy:

- Cancellation requests must be made in writing and emailed to CampusRecAdmin@tsu.edu Date and time of cancellation request will be used to assess the refund amount and will be calculated as stated below:
 - Groups are permitted to cancel reservations without penalty by submitting the cancellation in writing **48 hours** in advance once only per semester.

➤ 100% refund if cancellation occurs **seven or more days** prior to the reservation.

➤ 75% refund if cancellation occurs within **seven days** of event.

The undersigned will be responsible for the use of the premises and is a current member of the facility. While using University facilities and/or equipment, the applicant shall be responsible for the behavior of those in attendance. In consideration for the privilege of using these facilities, the applicant also agrees to indemnify Texas Southern University, its officers, agents, and employees against any property or personal loss, damage, and/or liability that may be suffered or incurred by the University, its officers and employees caused by, arising out of, or in any way connected with the use of the Texas Southern University facility or the exercise of the privilege granted. It is understood that I have read and agree to abide by the policies. *Initial* _____

Signature: _____ Date: _____

For Office Use:

Approved as requested _____ Approved with noted changes _____ Request Declined _____

Date Entered _____

Date Entered _____

Entered By _____

Entered By _____

Reservation Scanned