



# Space Request Form

This form is to be used by off-campus groups only.

Date of Event: \_\_\_\_\_  
 Facility/Room(s) Requested: \_\_\_\_\_  
 Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
 Will extra time be needed for set-up or tear-down? **Yes / No** If yes, how long \_\_\_\_\_

Name of Requested Event: \_\_\_\_\_  
 Type of Event (banquet, dance, conference, etc.) \_\_\_\_\_  
 Type of Advertising: \_\_\_\_\_  
 Anticipated Number of Participants: \_\_\_\_\_ Age Range of Participants: \_\_\_\_\_  
 Non-University Invited? **Yes / No**  
 If yes, what organizations or sponsoring individuals? \_\_\_\_\_

Admission Charge? **Yes / No** If yes, how much? \_\_\_\_\_  
 Will food be served? **Yes / No** If yes, will ARAMARK Catering Services be used? **Yes / No**  
*Note: food service incurs a non-refundable custodial deposit of \$100.*  
 Will alcohol be served? **Yes / No** If yes, you MUST sign the *FUBC Alcohol Guidelines* form.  
 Set-up and special Arrangement Requests: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Note: any set-up completed or special arrangements made by the First United Bank Center may incur charges as according to the First United Bank Center Fee Schedule.*

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address, City, ST: \_\_\_\_\_  
 Fax # \_\_\_\_\_

By signing below, I acknowledge that I have read and agreed to the Rental Guidelines and Rules and Regulations for the facility and agree to pay all applicable deposits and charges. It is the responsibility of the requestor to obtain, read and abide by the Rental Guidelines and Rules and Regulations of the facility. Please make checks for deposits and charges payable to WTAMU First United Bank Center, unless otherwise noted. Driver's license and WT identification number (if applicable) must be on the check.

Rentor hereby covenants and agrees to hold West Texas A&M University and the First United Bank Center harmless and relieves and discharges WTAMU, its agents and employees, from any and all liability for loss, injury or damages to any person or persons for personal injuries or death, or loss or damage to property sustained by reason of the occupancy and use of the facilities hereof. Rentor covenants and agrees to pay for any and all damage to the facility, its property or equipment, by or through negligence and/or acts of the rentor, its agents, employees or any person or persons participating in or attending a meeting, performance, attraction or affair in conjunction with or during said use and occupancy. Rentor further agrees to furnish liability insurance when requested by the First United Bank Center.

Parking permits are required to park in designated areas on University property. Please check with parking services to make the necessary arrangements for your guests. Security is also required at events held on University property. Security will be provided by the University Police Department (UPD), and the costs are the responsibility of the event holder. Please contact UPD to determine the number of police officers needed to cover your event and the costs incurred.

Requested by: \_\_\_\_\_  
Signature Print Name Date

<b>Office Use Only</b>	
Parking Permits: Not Required _____ Required _____	
Security Officers: Not Required _____ Required _____ (Number of officers required _____)	
Approved* _____ University Police Department <span style="float: right;">Date</span>	
Approved* _____ Vice President for Business & Finance <span style="float: right;">Date</span>	
Approved* _____ ARAMARK Catering Director <span style="float: right;">Date</span>	
Approved _____ First United Bank Center Director <span style="float: right;">Date</span>	
* Certain reservations must be approved by the University Police Department, Vice President for Business & Finance and/or ARAMARK Catering Director.	

# First United Bank Center Rental Procedures & Guidelines

These guidelines are specific to use by off-campus groups only.

1. All reservations should be secured in writing through the Office of the First United Bank Center Director. As noted on the Space Request Form, parking permits and/or security may be required.
2. Scheduling an event well in advance is recommended, however any scheduling done more than six (6) months in advance will be subject to change in case of University or First United Bank Center needs.
3. In case of University emergency, any event may be cancelled up to 24 hours in advance.
4. Preparation/set-up and clean-up times are included in the rental period and should be included in the reservation request. Clean-up means taking out trash, sweeping/mopping floors, returning tables and chairs to storage/pick-up locations, etc.
5. The First United Bank Center is not liable for problems that might occur prior to or during the rental period (i.e. power failure, air conditioning problems, etc.)
6. The First United Bank Center will not be responsible for acquiring any special furnishings or equipment for any group unless agreed to when the reservation is made.
7. All groups will be charged \$7.00 per hour for each First United Bank Center employee who is on duty before or after normal operating hours (Monday – Friday; 9 am – 6 pm).
8. Food and drink concessions will only be sold by the First United Bank Center or its designated agent. All other food and drink services must be approved by the Director of the First United Bank Center. Additional fees may be incurred for the clean up of lobbies, spectator areas and hospitality rooms. Any extra charges will be determined after the event by the First United Bank Center Director and will be charged as indicated in the First United Bank Center Fee Schedule.
9. For your health and the health of others, weapons, drugs and other various controlled substances are not permitted on University property. Tobacco products also are not permitted in the First United Bank Center.
10. Signs, posters, booths, etc. will not be displayed without the consent of the First United Bank Center Director.
11. The group hosting the event is responsible for the clean up, returning all furniture and equipment to the correct location; repair of damages and replacing damaged equipment of the facility.
12. Absolutely no decorations may be attached by tape to the walls, ceilings, floors, sidewalks or windows of the building without prior approval from the First United Bank Center Director. The decorations chairperson should check with the First United Bank Center Director early regarding types of decorations allowed. All decorations must be removed at the close of an event.
13. Absolutely no tape is to be used on the basketball court, cement floor or vinyl floor covering. If tape is needed for electrical cords, lines, etc., then arrangements need to be made with the First United Bank Center to purchase the type of tape to be used on the floor.
14. Cancellation procedure: Cancellation of a confirmed event must be made in writing to the First United Bank Center. A One-hundred percent refund of any deposits will be made if written cancellation is received 30 days in advance, fifty percent if cancellation is received at least fourteen days in advance, and no refund will be made if cancellation occurs within fourteen days of the scheduled event.
15. Change of event date procedure: If you change the date of your event, it must be made in writing to the First United Bank Center. There will be NO guarantees that the new date is available until the change is made in writing and prior reservations are checked for the same reservation date.
16. The person in charge of the event must contact the First United Bank Center Director or designated agent of the First United Bank Center to check the conditions of the facility immediately upon arrival at the building for preparation of the event. The person in charge must also checkout the facility with the Director or designated agent of the First United Bank Center before the clean-up crew leaves to make sure the facility is left in the same condition, as it was when check-in was completed.

*A copy of the Rules & Regulations is available at the First United Bank Center Office.*