

# WTAMU Space Request Form

Note: This reservation is not confirmed until all signatures are secured by the requester; and a completed form is returned to the facility coordinator one (1) week prior to scheduled event.

Date of Event: \_\_\_\_\_  
Facility/Room(s) Requested: \_\_\_\_\_  
Event Start Time: \_\_\_\_\_ Event End Time \_\_\_\_\_  
Will extra time be needed for set-up or tear-down? \_\_\_\_\_ If so, how long? \_\_\_\_\_  
Name of Requested Event: \_\_\_\_\_  
Type of Event (banquet, dance, conference, etc.): \_\_\_\_\_  
Type of Advertising: \_\_\_\_\_ Where? \_\_\_\_\_  
Sponsoring Organization/Department: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Anticipated Number of Participants: \_\_\_\_\_ Age Range of Participants: \_\_\_\_\_  
Non-University Invited? \_\_\_\_\_ University Invited \_\_\_\_\_ Non-University & University Invited? \_\_\_\_\_  
Admission Charge? \_\_\_\_\_ If yes, how much? \_\_\_\_\_  
Will food be served? \_\_\_\_\_ If yes, will ARAMARK Catering Services be used? \_\_\_\_\_  
Set-Up and Special Arrangement Requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I acknowledge that I have read and agreed to the Rental Guidelines 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 Procedure and Guidelines of the facility. Please make checks for deposits and charges payable to West Texas A&M University, unless otherwise noted. Driver's license and WT identification number (if applicable) must be on the check.

Renter hereby covenants and agrees to hold West Texas A&M University 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. Renter 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 renter, its agents, employees or any person or person participating in or attending a meeting, performance, attraction or affair in conjunction with or during said use and occupancy. Renter further agrees to furnish liability insurance when requested by WTAMU.

Parking permits are required to park 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 \_\_\_\_\_

## Office Use Only

Parking Permits: Not Required: \_\_\_\_\_ Required: \_\_\_\_\_  
Security Officers: Not Required: \_\_\_\_\_ Required: \_\_\_\_\_ (Number of Officers required \_\_\_\_\_)

Approved:\* \_\_\_\_\_  
University Police Department Date

Approved:\* \_\_\_\_\_  
Vice President for Student Services Date

Approved:\* \_\_\_\_\_  
WTAMU Auxiliary Services/Department Date

Approved: \_\_\_\_\_  
Director, Facility Date

\*Certain reservations must be approved by the University Police Department, Vice President for Student Services and/or Auxiliary Services/Department.

Attendant Receiving Reservation(s): \_\_\_\_\_  
Rental Charges: \_\_\_\_\_ Deposit: \_\_\_\_\_ Date Received: \_\_\_\_\_ By: \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
Cancellation Date: \_\_\_\_\_ Faxed Date: \_\_\_\_\_  
Copy of Contract given on: \_\_\_\_\_ By: \_\_\_\_\_  
Date Posted in Reservation Book: \_\_\_\_\_ Date Posted on Computer: \_\_\_\_\_

**WEST TEXAS A&M UNIVERSITY  
VIRGIL HENSON ACTIVITIES CENTER**

**RENTAL PROCEDURES AND GUIDELINES FOR THE VIRGIL HENSON ACTIVITIES CENTER**

1. All reservations should be secured in writing through the Main Office of the Virgil Henson Activities Center (VHAC). 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 over six (6) months in advance will be subject to change in case of University needs. All reservations that are not within recreational hours will need to be made no later than (2) weeks in advance.
3. In case of University emergency, any event may be canceled 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 to take out the trash, sweeping and mopping the floor, etc.
5. If use period exceeds the time by 1 hour, the charge automatically advances to the next charge.
6. The VHAC is not liable for problems that might occur prior to or during the rental period (i.e., power failure, air conditioning problems, etc.)
7. The VHAC will not be responsible for acquiring any special furnishings or equipment for any group unless agreed to when the reservation is made.
8. All groups will be charged \$10.00 per hour for each VHAC employee who is on duty before or after normal operating hours.
9. Food and drink concessions will only be sold by the University Food Service. All other food and drink services must be approved by the Manager of the VHAC. Food and drink are not allowed in room 211, carpeted areas of the building, on the all-purpose room floor or in the pool area. Food will be allowed on the Patio or in the Bowling Lanes with a reservation.
10. For your health and the health of others, weapons, alcoholic beverages and other various drugs are not permitted on University property. Tobacco products are not permitted in the VHAC and the VHAC outdoor facilities.
11. Signs, posters, booths, etc. will not be displayed without the consent of the manager of the VHAC.
12. 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 facilities.
13. Absolutely no decorations may be attached by tape to walls, ceilings, floors, sidewalks or windows of the building. The decorations chairperson should check with the VHAC manager early regarding types of decorations allowed. All decorations must be removed at the close of an event.
14. Absolutely no tape is to be used on the all-purpose room floor. If tape is needed for electrical cords, lines, etc., then arrangements need to be made with the VHAC to purchase the type of tape to be used on the floor.
15. A deposit of \$100.00 is required to hold facilities for any off-campus group. The deposit for an all-night party is \$300.00. The deposit will be applied to the cost of rental if all terms of the contract are met.
16. **Cancellation procedure:** Cancellation of a confirmed event must be made in writing to the Virgil Henson Activities Center. A one-hundred percent refund of the deposit 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.
17. **Change of event date procedure:** If you change the date of your event, it must be made in writing to the Virgil Henson Activities Center. There will be no guarantee that the new date is available until the change is made in writing and prior reservations are checked for the same reservation date.
18. Children who have not completed the sixth grade must be under the direct supervision of a parent or guardian at all times. Adequate supervision must be provided for all groups who use the VHAC. The VHAC will not serve as a childcare service.
19. The person in charge of the event must check-in with the supervisor on duty at the Virgil Henson Activities Center to check the conditions of the facilities. The person in charge must also checkout the facility with the supervisor 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 complete Procedures and Guidelines are available at the front desk of the VHAC.**