

WTAMU Space Request Form

Note: This reservation form 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 Requested: **Swimming Pool** Volleyball Net Requested: Yes ___ No ___
Start Time: _____ End Time: _____

Food and presents will not be allowed in the pool area.

Type of Event (banquet, dance, conference, etc.): _____
Type of Advertising: _____ Where? _____
Anticipated Number of Participants: _____ Age Range of Participants: _____
Non-University Invited: _____ University Invited: _____ Non-University & University Invited: _____

Contact Person: _____ Telephone: _____
Mailing Address: _____ City/State: _____ Zip: _____
Social Security Number: _____

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 requester 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

Revised - August, 2007

VIRGIL HENSON ACTIVITIES CENTER

RENTAL PROCEDURES AND GUIDELINES FOR THE VIRGIL HENSON ACTIVITIES CENTER SWIMMING POOL

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. The Manager of the VHAC must approve all other food and drink services. Food and drinks 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 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 will be allowed.
14. A deposit for the first hour is required to hold facilities for any off-campus group. The deposit will be applied to the cost of rental if all terms of the contract are met.
15. Swimming pool rules and procedures are posted and will be enforced at all times.
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 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.

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

SWIMMING POOL PROCEDURES

1. All users of the swimming pool are required to sign-in at the pool office.
2. Cut-offs or swimsuits with any kind of buttons are prohibited in the pool.
3. Individuals with any type of bandage, or tape on their body are prohibited from entering the pool.
4. Running or tag games in the pool or on the deck is prohibited.
5. Breakable objects, food, drinks, or gum are not permitted in the pool area. Plastic water bottles are acceptable.
6. There will be no visiting or unnecessary talking to lifeguards on duty.
7. Teaching, maintenance and safety equipment are off limits to everyone except instructors, maintenance personnel or lifeguards.
8. Water guns, rafts or large flotation devices are not allowed. The lifeguards are to make the decision. Any child wearing a flotation device should be within an arms distance of a supervising adult.
9. The VHAC recommends that children or anyone that may not be a strong swimmer report this to the lifeguards. Children should always have parents/guardian adult supervision.
10. Profane language or any type of behavior annoying to other swimmers is prohibited.
11. Lifeguards are not allowed to keep items for a person using the pool.
12. No dives or flips off the edge of the pool. This rule applies to the entire pool area.
13. Children still in diapers MUST wear swim diapers.
14. Anyone using the slide must be 42 inches tall. There will be no exceptions including private parties.
15. On nights that the pool is open until 9 p.m. the pool will be open only for WTAMU students from 8:00 p.m. – 9:00 p.m.
16. At the first sign of lightning the pool will close and then re-open approximately 30 minutes after the lightning has past.
17. If for any reason that the lifeguards have to evacuate the swimming pool for any type of bodily fluid the pool will close for 30 minutes after treatment with the proper chemicals.

**The lifeguards are in charge and all swimmers will be expected
to obey the commands of the lifeguards.**