J. C. Kellam Building 11th Floor Reservation Request

Event: _____________________________ Date of Request: _____________________________

Reserving Party: _____________________________

Room Requested: Reed Parr Room _________ Regents’ Room _________

Date(s) Requested

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Event Start Time</th>
<th>Event End Time</th>
<th>Decorating Time Start</th>
<th>Decorating Time End</th>
<th>Estimated Attendance</th>
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</thead>
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FOOD OR BEVERAGE: Yes _____ No _____
Note: The university contracted food service vendor must cater events in the Reed Parr Room (Chartwell’s @ 245-9930). Events with food served in the Regents’ Room must use a caterer from the list of Texas State approved caterers (The approved caterer’s list may be obtained by contacting Auxiliary Services at 245-2585).

ALCOHOL: Yes _____ No _____
Note: Before the reservation can be confirmed, an Alcoholic Beverage Activity Form must be completed and approved. Chartwell’s is the exclusive provider of alcoholic beverages.

PARKING: Please contact Parking Services @ 512-245-2887 or parking@txstate.edu

EQUIPMENT:
__ Podium with Microphone - $20__ Lavaliere Microphone - $20__ Handheld cordless Microphone - $20 ___*AV Podium - $75
No special set ups are available in the Regents’ Room. A room diagram must be submitted for the Parr Room. Other charges may apply.
*AV Podium includes computer, CD/DVD player, amplified sound, projector, and screen.

ESTIMATED CHARGES:

If University event, please provide the account #:

<table>
<thead>
<tr>
<th>Rental fee:</th>
<th>$30/hr. (min. of 4 hrs. per guard)</th>
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<tbody>
<tr>
<td>Security fee:</td>
<td>$40/hr. (min. of 4 hrs. per officer)</td>
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<tr>
<td>Equipment:</td>
<td>___________________________________________________________________________</td>
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<tr>
<td>Set-up:</td>
<td>___________________________________________________________________________</td>
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<tr>
<td>Moves and Events Rates</td>
<td>___________________________________________________________________________</td>
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</tbody>
</table>

Estimated total: ___________________________________________________________________________

Address: _____________________________ Phone #: _____________________________

Signature of reserving party or advisor Contact person if different

Student Organization – Dean of Students Approval

J. C. Kellam Building is ADA accessible. If you have special needs due to a disability, please call 245-2244. University offices reserving JCK should contact the Office of Disability Services if services for special needs are needed due to a disability.

Return Form to: VPSS Office, 601 University Drive, JCK 920, San Marcos, TX 78666 Fax: (512) 245-2033

Reservation Request Form confirmed ____________ (date) by ____________________________ (staff)
Alcohol Beverage Form received ____________ (date) by ____________________________ (staff)

UPPS 08.01.15