J. C. Kellam Building 11th Floor Reservation Request

Event: ____________________________________________

Reserving Party: ________________________ Date of Request: ________________________

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>
</tr>
</thead>
<tbody>
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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@245-9900). 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.

Equipment:

- ____ Podium with Microphone - $20
- ____ Lavaliere Microphone - $2
- ____ Handheld cordless Microphone - $20
- ____ AV Podium - $75
- ____ Dance Floor (6 ft. X 7 ft.) - $30

Other: ________________________________________________________

No special setups are available in the Regents’ Room. A room diagram must be submitted for the Parr Room. Other charges may apply.

Estimated charges:

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>______</td>
</tr>
<tr>
<td>Set-up</td>
<td>______</td>
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<tr>
<td>Other</td>
<td>______</td>
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</tbody>
</table>

If University event, please provide the account #:

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Fund</th>
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<tbody>
<tr>
<td>______</td>
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</table>

Name of Account: ________________________

Account Manager Approval: ________________________

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 due to a disability are needed.

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

Reservation Request Form received ____________ (date) by ____________ (staff)
Alcohol Beverage Form received ____________ (date) by ____________ (staff)
Cancellation Received on ____________ (date) by ____________ (staff)