

RRHEC ROOM RESERVATION REQUEST FORM

Phone 716-4422 Fax 716-4410

Email dh39@txstate.edu

Name of Event _____ Date of Event _____

Time of Event _____AM/PM to _____AM/PM Expected Attendance _____

Organization/Department _____

Contact Person _____

Phone # _____ Email _____

Food (circle one) Yes No Beverages (circle one) Yes No
If yes, will Organization/Department provide food and/or beverages Yes No
If yes, will Organization/Department have food and/or beverages catered Yes No
If catered, will Organization/Department use the RRHEC Caterer Yes No
If catered, but not using RRHEC Caterer, please fill in the name of Caterer to be used on line below.

Name of Caterer _____ Phone # _____

Keep room arranged as originally configured (see below) Yes No
Change configuration of furniture and chairs Yes No
If yes, describe configuration desired _____

Parking Pass needed for non-Texas State and non-ACC Students/Staff Yes No
If yes, indicate number of passes needed for event _____
(Passes can be sent to contact person in advance or attendee can pick up special parking pass in One Stop Center, Room 201)

*No special parking pass needed if event is on a Saturday.

Please check the type of room needed:

_____ 35 Seat Classroom _____ Small Conference Room (Seats 6)
_____ 50 Seat Classroom _____ Large Conference Room (Seats 15)
_____ 20 Seat Seminar Classroom _____ Computer Classroom (Seats 20 or 35)
_____ 90 Seat Lecture Room
_____ 112 Seat Teaching Theatre

With the exception of the conference rooms, each room is equipped with a data projector, PC with Video/DVD/CD player and internet access, screen(s), whiteboards and an Elmo or an overhead. The classrooms and lecture room have 5 ft and 6 ft tables with chairs, the teaching theatre has theatre-style seating with tables in front of each row of seats, and each conference room has one conference table with chairs. The seminar classrooms have individual desk-chair style seating.

NON-CATERED FOOD/BEVERAGES. When the reserving party provides food or beverages, the reserving party assumes liability. Events with food provided by the reserving party must have a signed Food Waiver Form on file with the room reservation. All food items must be precooked, and all trash must be properly disposed of and not left on tables in the rooms. Food is NEVER allowed in the Teaching Theatre.

CONFIRMATION. Acceptance of this form does not constitute a confirmation of your request. A confirmation of the date, time, room number and charges (if any) will be sent to the contact person via email. It is the contact person's responsibility to notify the RRHEC at dh39@txstate.edu of any corrections or additions that need to be made to the confirmation.

ASSIGNMENT OF ROOMS. RRHEC reserves the right to reassign rooms if necessary. As an institute of higher education, our students and classes are our first priority. If an academic need arises necessitating use of a reserved room, we will make every effort to relocate, reschedule or refund your event.

CHARGES. The list of room charges is attached. All charges will be included in the confirmation. However, should additional charges need to be made, they will be reflected on your invoice.

PAYMENT. **Check or cash** is due no later than 48 hours prior to the date of the event. The One Stop Center, Room 201, will receive payments. Checks should be made payable to Texas State University and can be mailed to Texas State University, Round Rock Higher Education Center, Room 401F, 1555 University Blvd, Round Rock, TX 78664.

CANCELLATIONS. Notice of a cancellation must be received no later than 48 hours prior to the date of the event. Failure to cancel a room reservation may result in a \$20.00 cancellation fee.

RESPONSIBILITY OF DEPARTMENT/ORGANIZATION. It is expected that you will exercise proper care of the facility, furniture and media equipment. Make sure all trash is properly disposed of and not left on tables and chairs.

PARKING. All Texas State students and Austin Community College students must have their regular parking permit displayed when parking at the RRHEC campus for special events. Non-Texas State and non-Austin Community College students attending special events at the Round Rock Higher Education Center Campus must have a special parking pass displayed on their dashboard. The special parking pass for an event will be available in the One Stop Center, Room 201, or the reserving party can be mailed the parking passes in advance for distribution to the attendees. When a special parking pass is required, please make sure the information is filled out on the Room Reservation Request Form.